FI$Cal
Accounting Overview

Presented by Department of Finance
December 8, 2015

Introduction

- Welcome
- Finance’s Role and Support
- Month End Tasks
- Class Agenda

Objectives

- Discuss accounting transactions, reports and reconciliations.
- Provide Wave 1 and 2 departments with tools to understand accounting processes and reports used to complete monthly reconciliations and close accounting periods.

Agenda

Topics	Presenter	Schedule
Introduction	Larry Satter	8.30-8.45
Accounts Payable	Jerome Tribble	8.45-9.30
ORF/Bank	Kimberly Fong	9.30-10.00
Break		10.00 -10.15
Asset Management	Rupi Singh	10.15-10.45
Accounts Receivable	Alicia Yu	10.45-11.15
Cash Receipts	Corrine Lim	11.15-12.00
Lunch		12.00 -1.00
Labor Distribution	Monica Medina	1.00 -1.30
Cost Allocation	Janice Miles	1.30 -1.50
Break		1.50 – 2.00
General Ledger & KK	Hazel Miranda	2.00 -2.45
Agency Reconciliation	Jeannette DixonLoy & Lorraine Hernandez	2.45 -3.45
Closing	Larry Satter	3.45 -4.00

Accounts Payable

Accounts Payable

This segment will cover:

- Vouchers
- Pay Cycle
- Journal Entries
- Reports

Voucher Life Cycle

Vouchers go through several stages in their life cycle. They can go from the **initial entry** to **payment** to **posting**. The AP Module tracks these stages using various statuses related to actions and processes that can be run on a voucher. Here are a few of the statuses:

- Entry status.
- Match status.
- Approval status.
- Budget status.
- Post status.
- Payment status.
- Payment Post status.

What is a Voucher and how is it created?

Voucher is an electronic transaction.

Vouchers are ***electronic transactions*** created in FI$Cal for processing vendor invoices, employee expenses or adjustments. (The voucher equivalent in the legacy world is a Claim Schedule.)

There are **three ways** vouchers can be entered into FI$CAL:

Creating Voucher – (continued)

- **Online (ONL)** Entering invoice data directly into the AP Module.

- **Spreadsheet Upload (XML)** Entering voucher data on a FI$CAL provided spreadsheet template that is uploaded in FI$CAL (e.g. ORF Replenishments).

- **Interface (EXV)** Departments system interfaces with FI$CAL (e.g. CALATERS).

Vouchers (Types) Styles

Regular Voucher	Used for **standard vouchers** . This style is used for most expenditures. Regular vouchers are often copied from purchase orders. These PO Vouchers require matching to purchase orders and receiving documents. (Regular Vouchers are also used for salary advances to employees).
Prepaid Voucher	Used for **ORF checks**. (Anything that will need an SCO replenishment).
Journal Voucher	Used for **adjusting accounting entries**. Voucher must always net to zero.
Single Payment Voucher	Used for **one-time** non-withholding **expenditures**. These vouchers do not require the use of a Vendor ID. (In CALSTARS, it would be similar to typing the vendor name on the name field.) Single Payment Vouchers will have no payment history in FI$Cal.

Basic Steps to Create a Voucher

1.) **Navigate** to AP Module – Add a New Value

2.) **Populate** the Voucher Header

3.) **Attach Invoice, PO, Receipt** and any other documentation in the voucher attachment

4.) **Update Pay Terms** – (Basis Date and Due Date are used for calculating the Payment Date)

5.) **Enter Description**

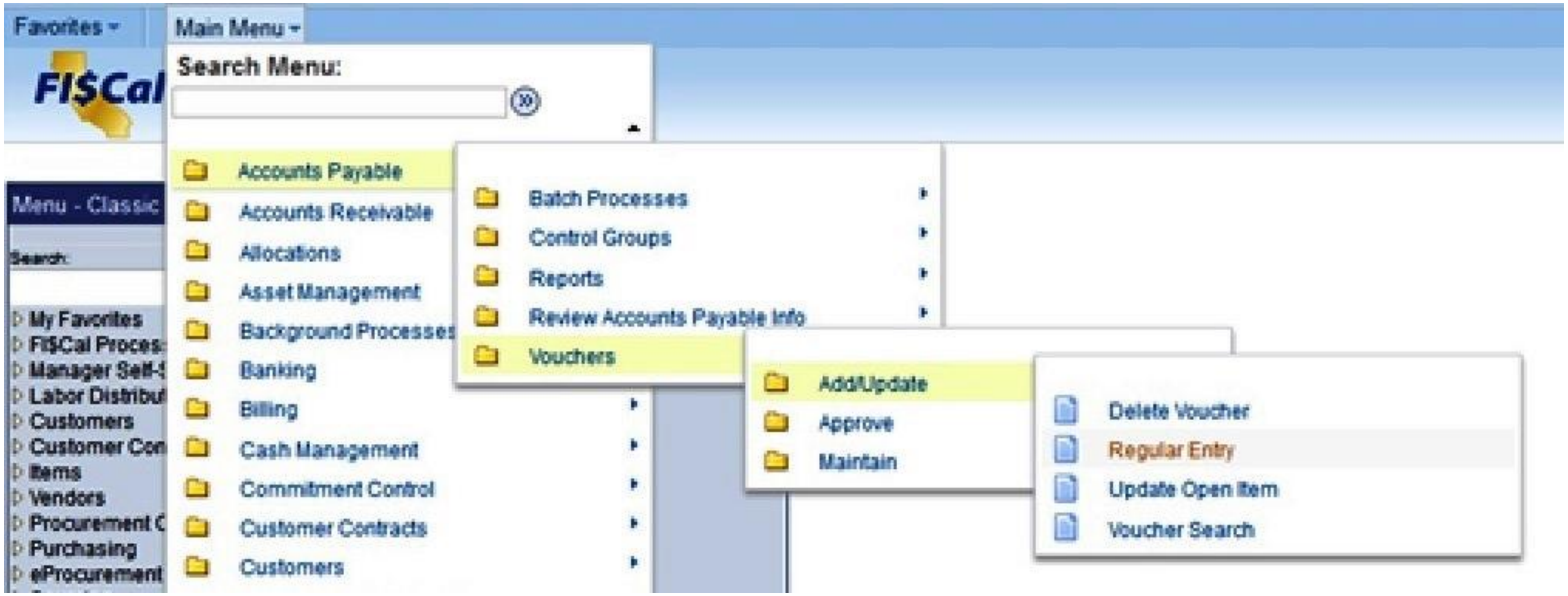
6.) **Enter and verify Appropriation(s)** (Chartfields)

7.) **Review Payment Tab.** Make sure REMIT TO Address is correct. Check the Cash Type and Payment Options.

See Job Aid 061 and FTA AP 102 for more details.

Navigation to Voucher Creation

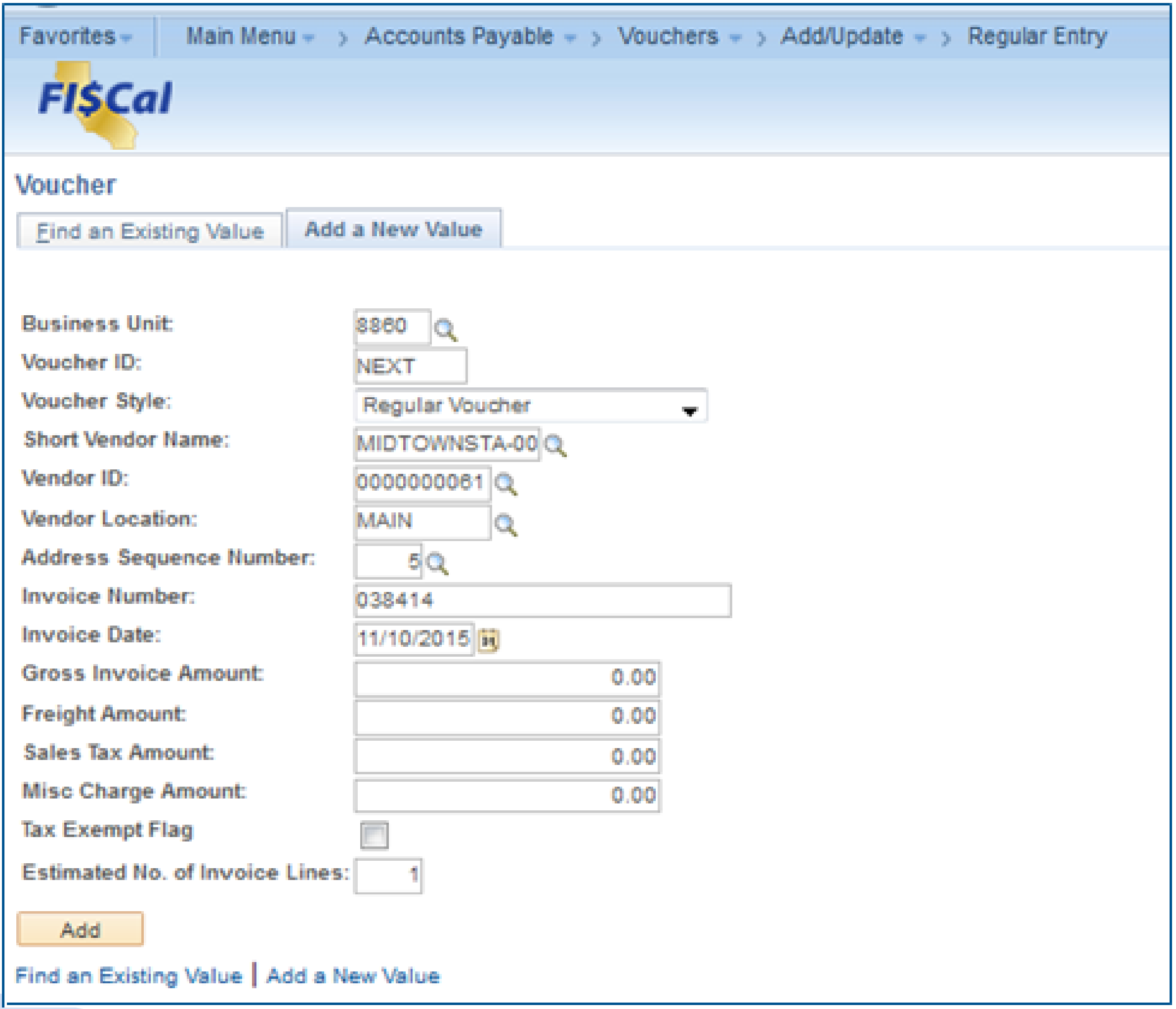
Accounts Payable>Vouchers>Add/Update>Regular Entry>Add a New Value


Favorites
Main Menu
FI$Cal
Search Menu:
Menu - Classic
Search:
My Favorites
FI$Cal Proces
Manager Self-
Labor Distribu
Customers
Customer Con
Items
Vendors
Procurement C
Purchasing
eProcurement
Accounts Payable
Accounts Receivable
Allocations
Asset Management
Background Processes
Banking
Billing
Cash Management
Commitment Control
Customer Contracts
Customers
Batch Processes
Control Groups
Reports
Review Accounts Payable Info
Vouchers
Add/Update
Approve
Maintain
Delete Voucher
Regular Entry
Update Open Item
Voucher Search

Voucher Creation

Voucher Header

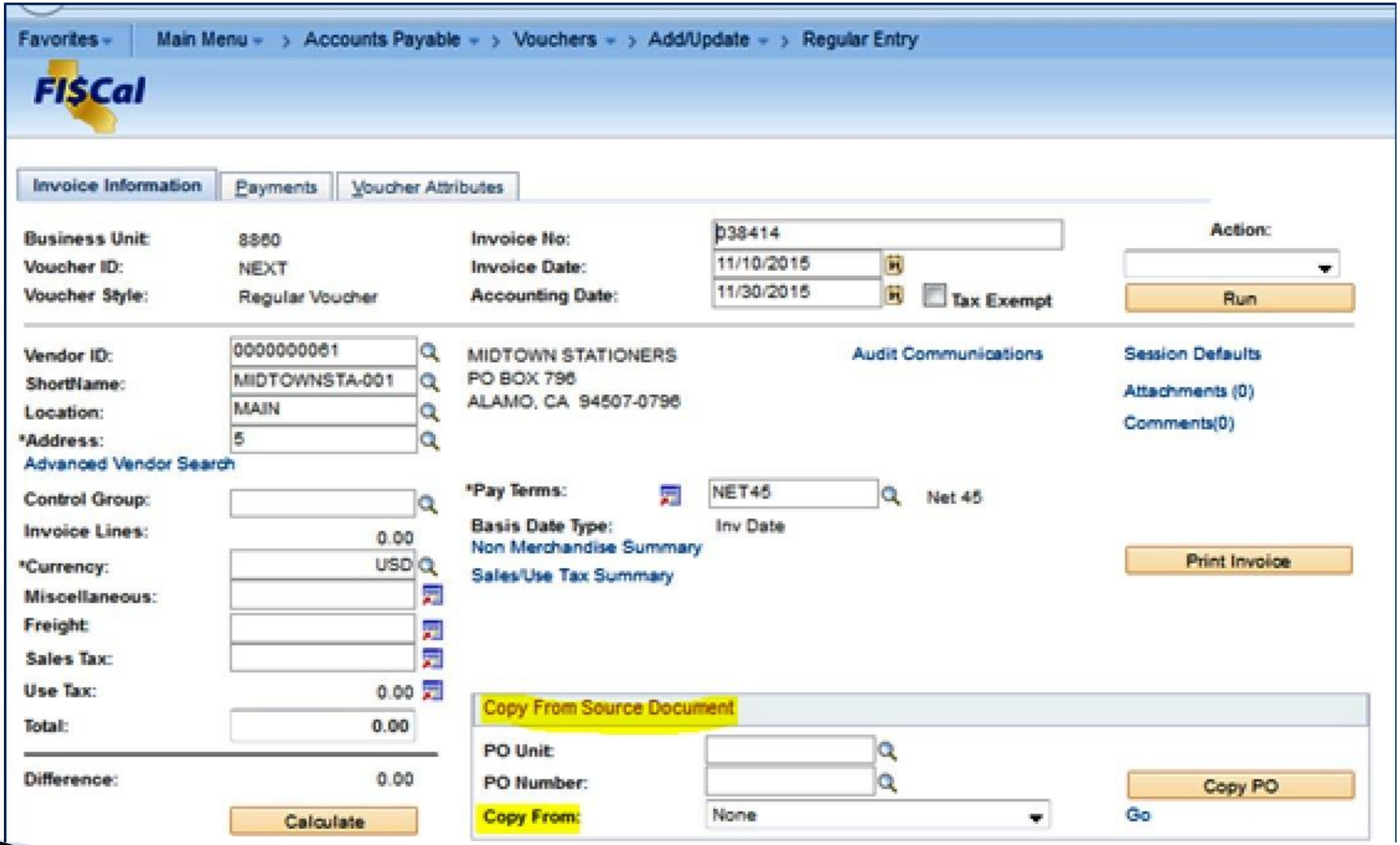
(Legacy = CALSTARS Batch Header)


Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
FI$Cal
Voucher
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value

Business Unit:	8860
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	MIDTOWNSTA-00
Vendor ID:	0000000061
Vendor Location:	MAIN
Address Sequence Number:	5
Invoice Number:	038414
Invoice Date:	11/10/2015
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Sales Tax Amount:	0.00
Misc Charge Amount:	0.00
Tax Exempt Flag	☐
Estimated No. of Invoice Lines:	1

Voucher Creation

Voucher information should be copied from the PO Receipt


Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
FI$Cal
Invoice Information
Payments
Voucher Attributes
Action:
Run
Tax Exempt
Audit Communications
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Sales/Use Tax Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go

Business Unit: 8860
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: 038414
Invoice Date: 11/10/2015
Accounting Date: 11/30/2015

Vendor ID: 0000000061
ShortName: MIDTOWNSTA-001
Location: MAIN
*Address: 5

MIDTOWN STATIONERS
PO BOX 796
ALAMO, CA 94507-0796

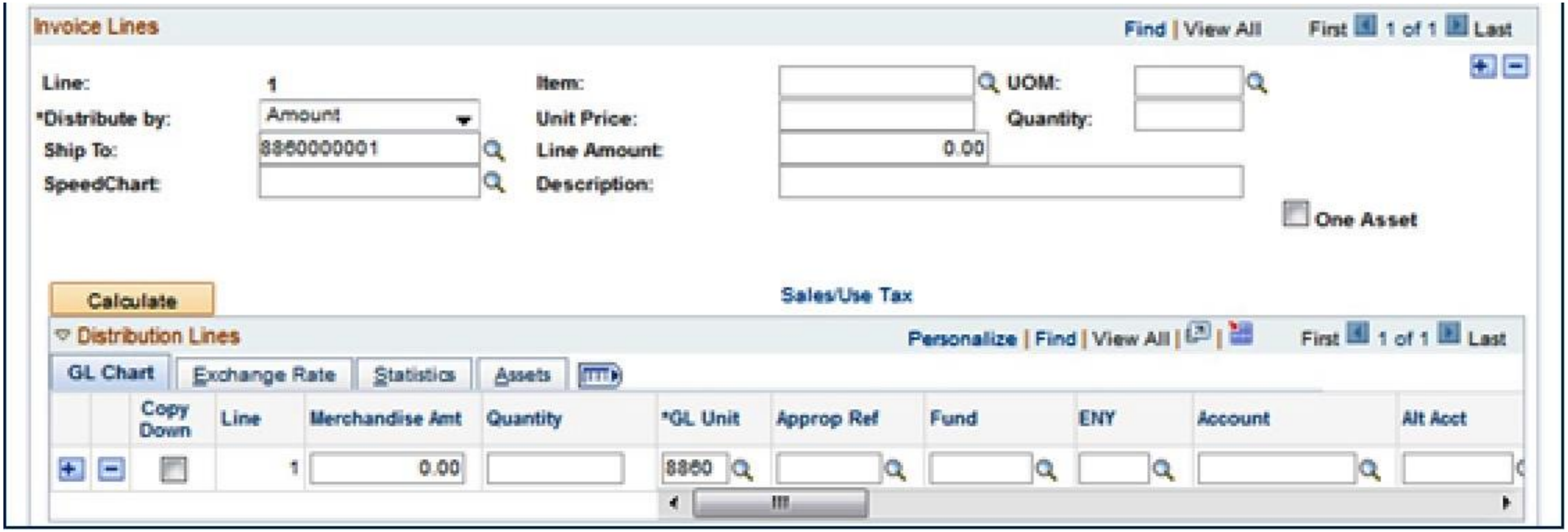
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Sales Tax:
Use Tax: 0.00
Total: 0.00
Difference: 0.00

*Pay Terms: NET45 Net 45
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Voucher Creation

The copied PO Receipt will populate the invoice and distribution lines



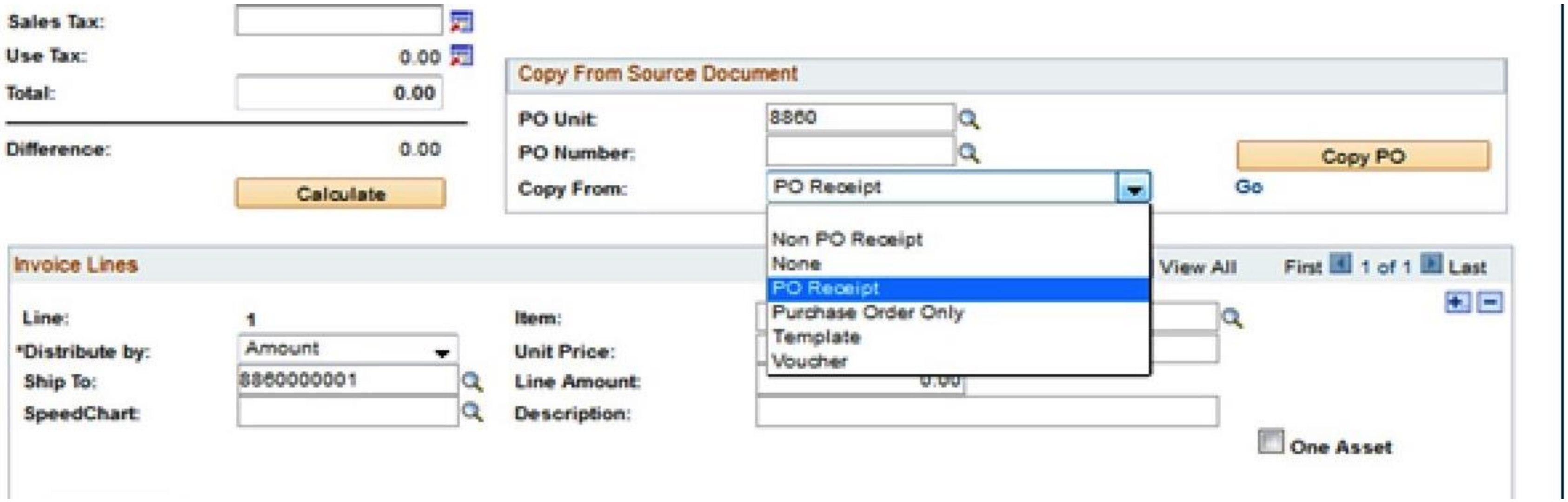
Invoice Lines
Find | View All
First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: 8860000001
SpeedChart:
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 0.00
Description:
☐ One Asset

Calculate
Sales/Use Tax
Distribution Lines
Personalize | Find | View All
First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct
+	−	☐	1	0.00		8860					

Voucher Creation
- Copy From PO Receipt

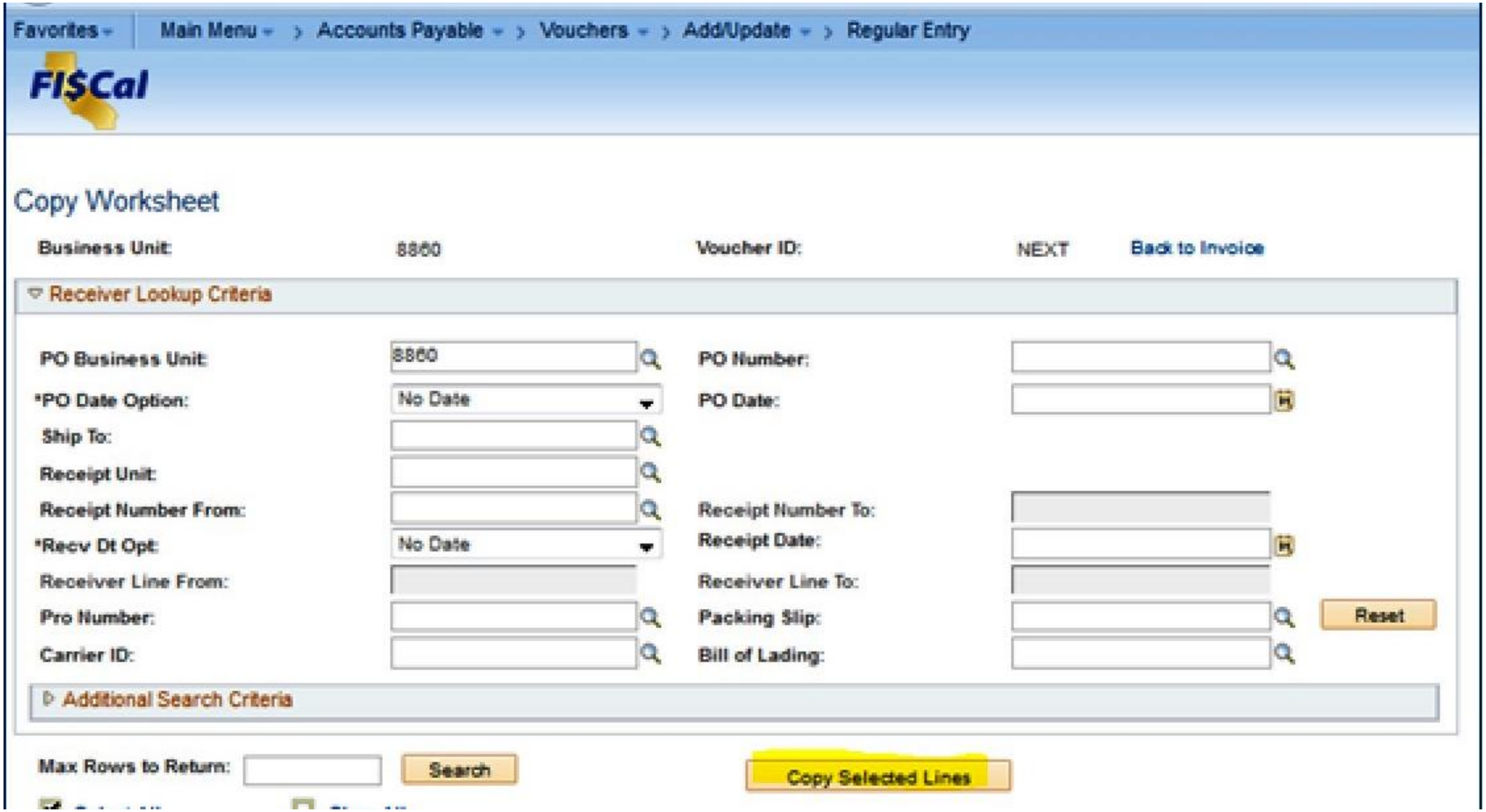

Calculate
Copy From Source Document
Copy PO
Go
Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher
Invoice Lines
View All
First 1 of 1 Last
Item:
Unit Price:
SpeedChart
Description:
☐ One Asset

Sales Tax:
Use Tax: 0.00
Total: 0.00
Difference: 0.00

PO Unit: 8860
PO Number:
Copy From: PO Receipt

Line: 1
*Distribute by: Amount
Ship To: 8860000001
Line Amount: 0.00

Voucher Creation
- Copy Selected Lines


Favorites
Main Menu › Accounts Payable › Vouchers › Add/Update › Regular Entry
FI$Cal

Copy Worksheet

Business Unit: 8860
Voucher ID: NEXT

Back to Invoice
Receiver Lookup Criteria

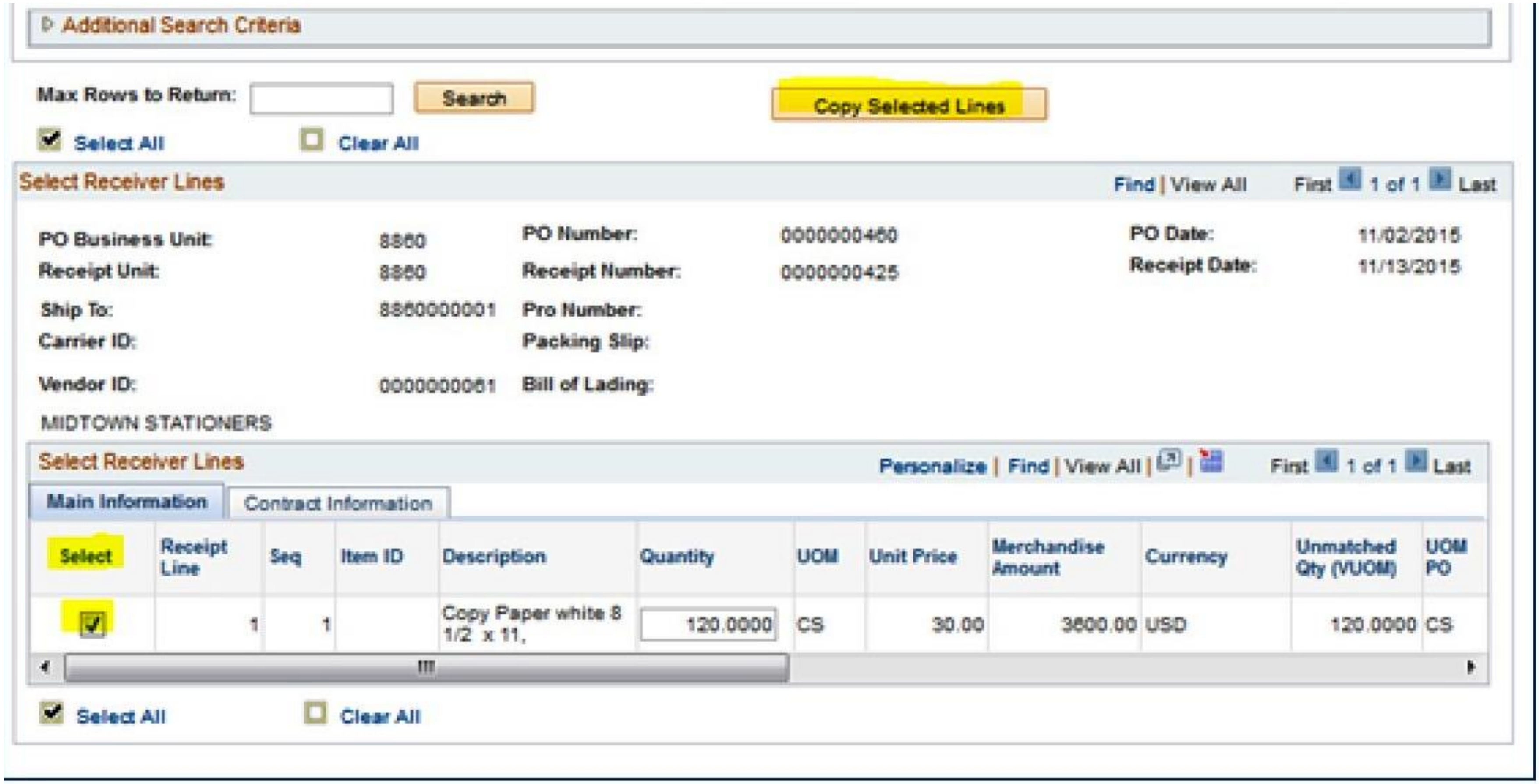
PO Business Unit: 8860
PO Number:
***PO Date Option:** No Date
PO Date:
Ship To:
Receipt Unit:
Receipt Number From:
Receipt Number To:
***Recv Dt Opt:** No Date
Receipt Date:
Receiver Line From:
Receiver Line To:
Pro Number:
Packing Slip:
Carrier ID:
Bill of Lading:

Reset
Additional Search Criteria

Max Rows to Return:

Search
Copy Selected Lines

Voucher Creation
- Copy Selected Lines



▷ Additional Search Criteria

Max Rows to Return:

Search
Copy Selected Lines

☑ Select All ☐ Clear All

Select Receiver Lines

Find | View All First 1 of 1 Last

PO Business Unit:	8860	PO Number:	0000000460	PO Date:	11/02/2015
Receipt Unit:	8860	Receipt Number:	0000000425	Receipt Date:	11/13/2015
Ship To:	8860000001	Pro Number:			
Carrier ID:		Packing Slip:			
Vendor ID:	0000000061	Bill of Lading:			

MIDTOWN STATIONERS

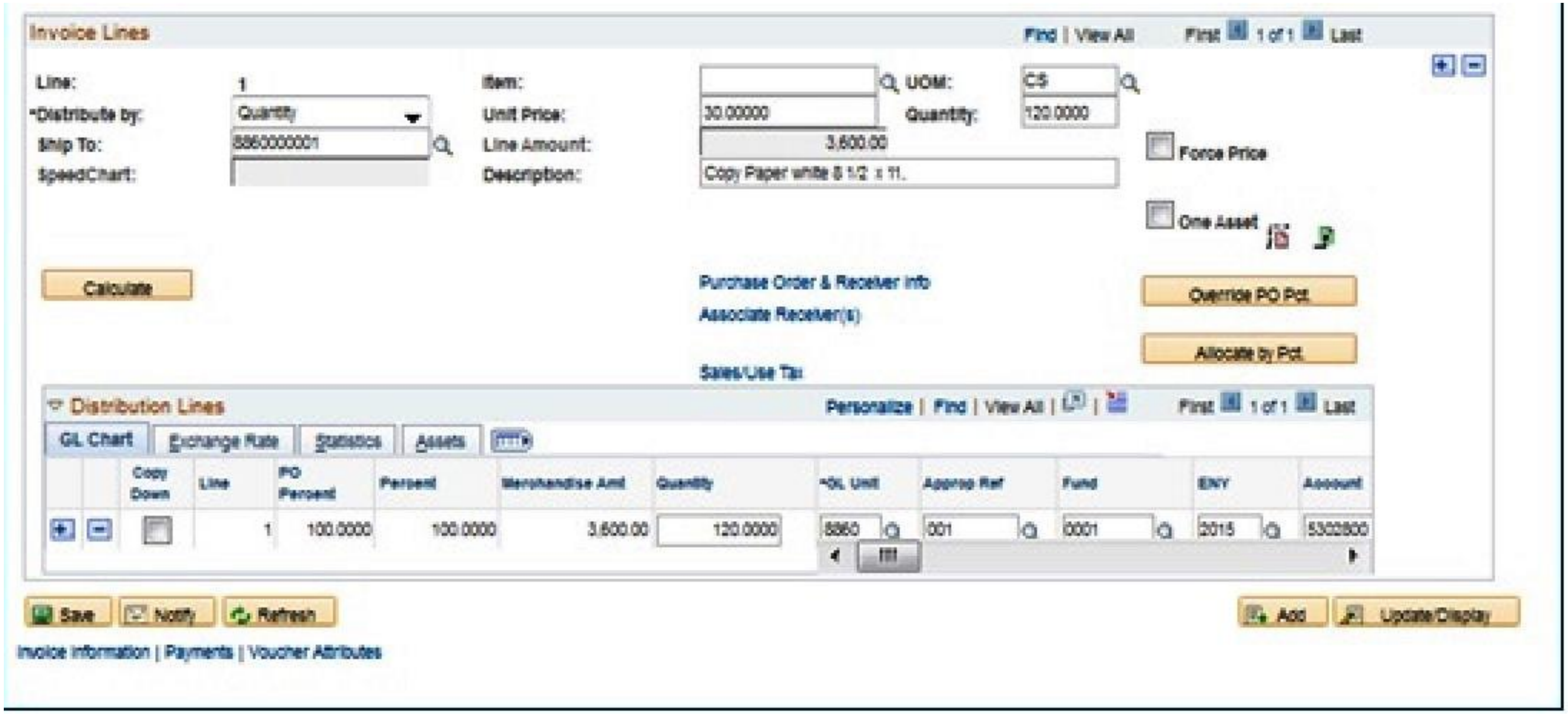
Select Receiver Lines

Personalize | Find | View All | First 1 of 1 Last
Main Information
Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO
☑	1	1		Copy Paper white 8 1/2 x 11,	120.0000	CS	30.00	3600.00	USD	120.0000	CS

☑ Select All ☐ Clear All

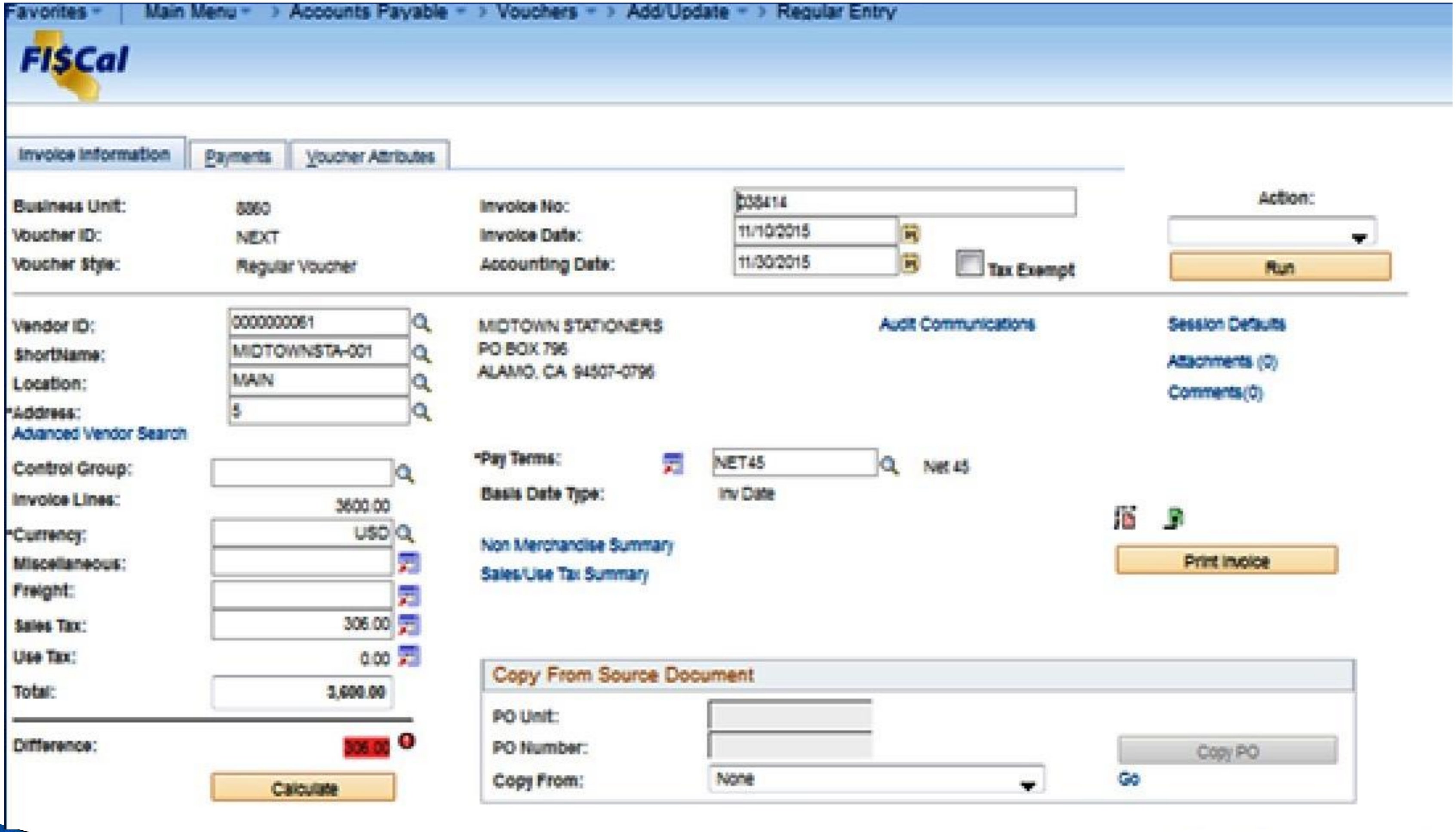
Voucher is populated with the Receipt Information


Invoice Lines
Find | View All
First 1 of 1 Last
Calculate
Purchase Order & Receiver Info
Associate Receiver(s)
Sales/Use Tax
Override PO Pct
Allocate by Pct
Distribution Lines
Personalize | Find | View All
First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes

Line: 1
*Distribute by: Quantity
Ship To: 8860000001
SpeedChart:
Item:
Unit Price: 30.00000
Line Amount: 3,600.00
Description: Copy Paper white 8 1/2 x 11.
UOM: CS
Quantity: 120.0000
☐ Force Price
☐ One Asset

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account
☐	1	100.0000	100.0000	3,600.00	120.0000	8860	001	0001	2015	5302800

Since the Vouchers is copied from a PO receipt Sales Tax may need to be added


Favorites › Main Menu › Accounts Payable › Vouchers › Add/Update › Regular Entry
FI$Cal
Invoice Information
Payments
Voucher Attributes
Run
Audit Communications
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Sales/Use Tax Summary
Print Invoice
Calculate
Copy PO
Go

Business Unit:	8860	Invoice No:	038414
Voucher ID:	NEXT	Invoice Date:	11/10/2015
Voucher Style:	Regular Voucher	Accounting Date:	11/30/2015

Action:

☐ Tax Exempt

Vendor ID:	0000000061
ShortName:	MIDTOWNSTA-001
Location:	MAIN
*Address:	5

MIDTOWN STATIONERS
PO BOX 796
ALAMO, CA 94507-0796

*Pay Terms: NET45 Net 45

Basis Date Type: Inv Date

Control Group:	
Invoice Lines:	3600.00
*Currency:	USD
Miscellaneous:	
Freight:	
Sales Tax:	306.00
Use Tax:	0.00
Total:	3,600.00
Difference:	306.00

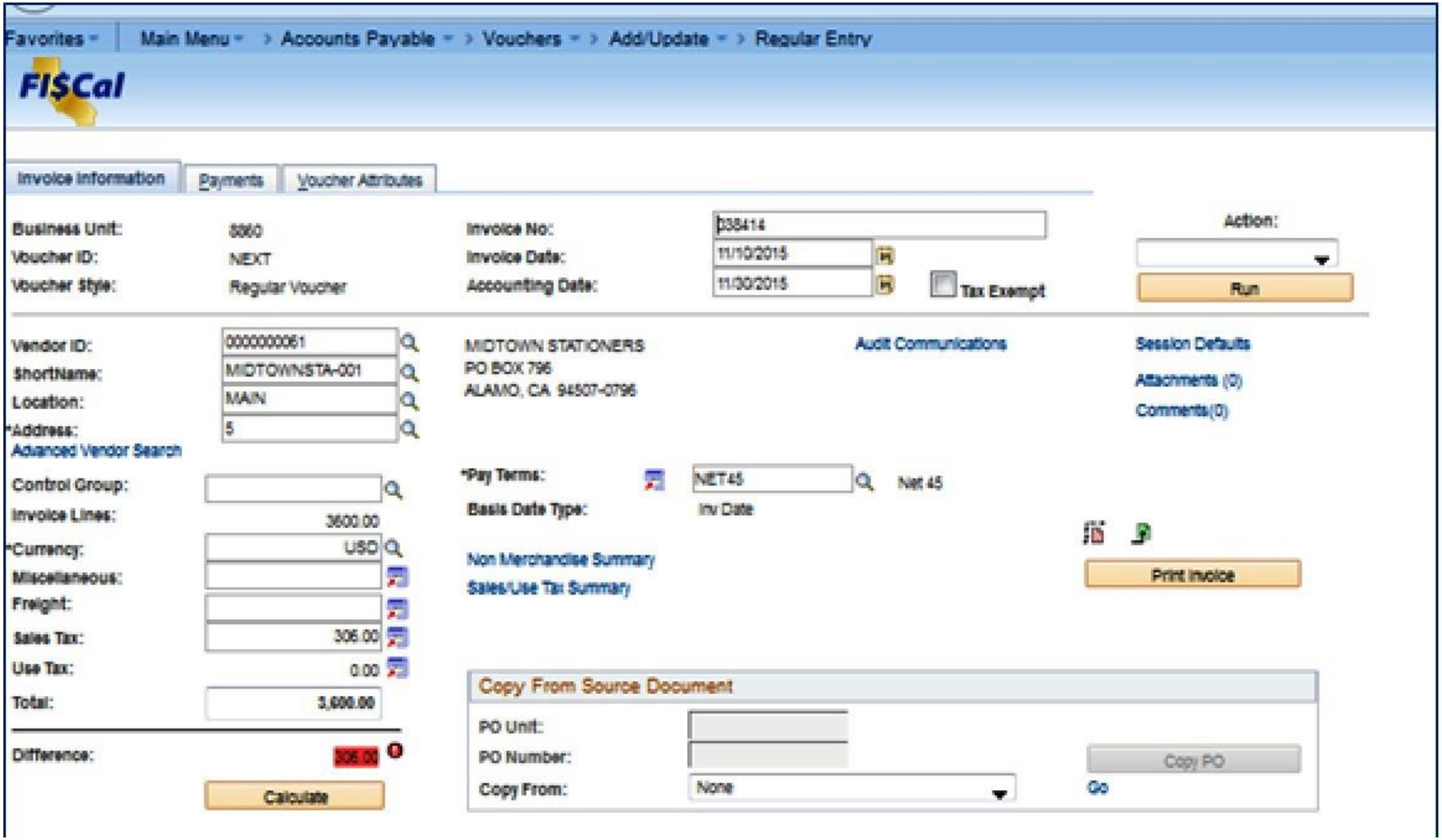
Copy From Source Document

PO Unit:

PO Number:

Copy From: None

Click the Calculate Button to make sure the invoice line amounts match to total


Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
FI$Cal
Invoice Information
Payments
Voucher Attributes
Run
Audit Communications
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Sales/Use Tax Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go

Business Unit: 8860
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: 038414
Invoice Date: 11/10/2015
Accounting Date: 11/30/2015
☐ Tax Exempt
Action:

Vendor ID: 0000000061
ShortName: MIDTOWNSTA-001
Location: MAIN
*Address: 5

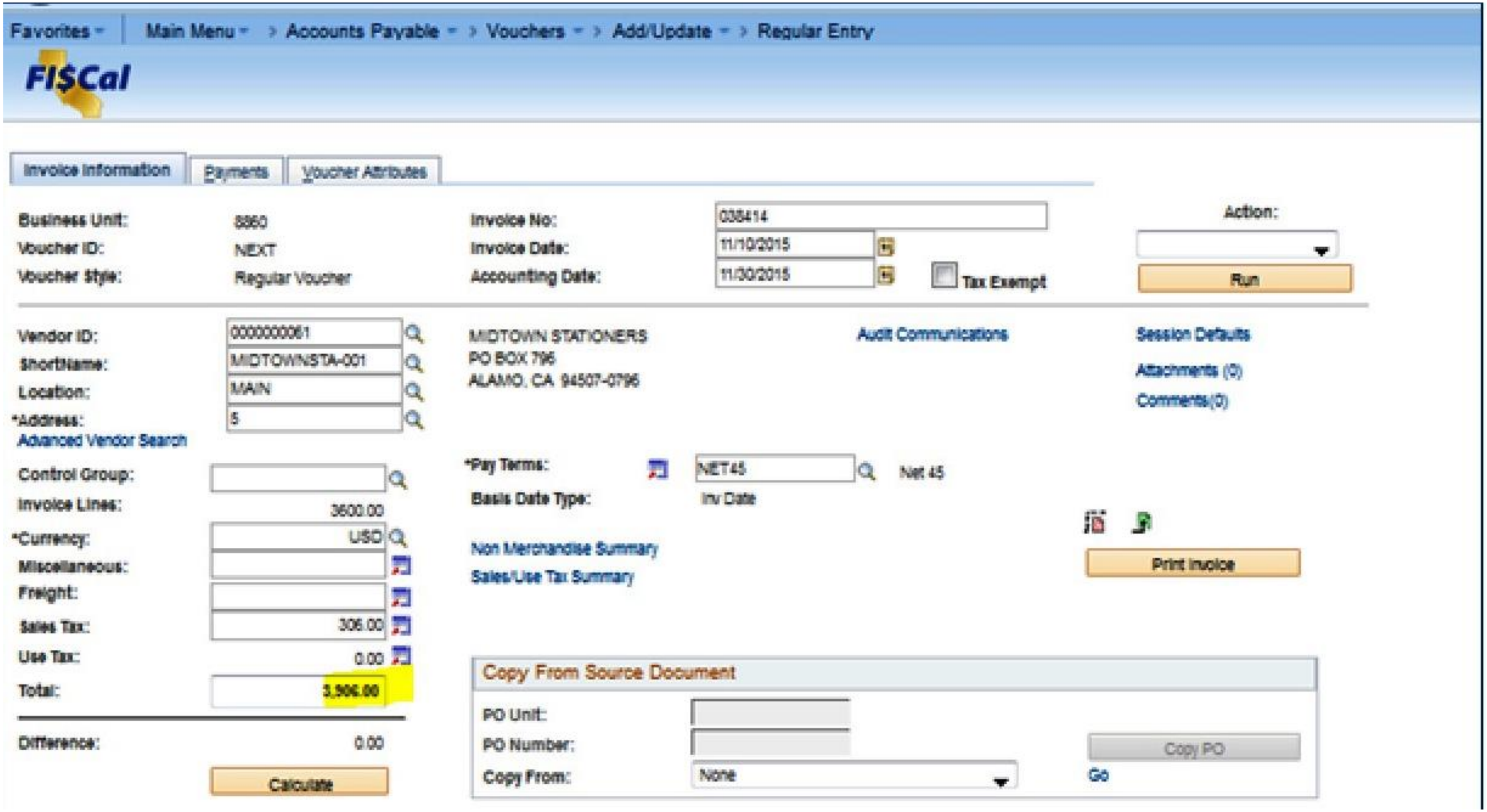
MIDTOWN STATIONERS
PO BOX 796
ALAMO, CA 94507-0796

Control Group:
Invoice Lines: 3600.00
*Currency: USD
Miscellaneous:
Freight:
Sales Tax: 306.00
Use Tax: 0.00
Total: 3,600.00
Difference: 306.00

*Pay Terms: NET45 Net 45
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Voucher is ready for the Matching Process!!


Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
FI$Cal
Invoice Information
Payments
Voucher Attributes
Action:
Run
Audit Communications
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Sales/Use Tax Summary
Print Invoice
Calculate
Copy PO
Go

Business Unit: 8860
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: 038414
Invoice Date: 11/10/2015
Accounting Date: 11/30/2015
☐ Tax Exempt

Vendor ID: 0000000061
ShortName: MIDTOWNSTA-001
Location: MAIN
*Address: 5

MIDTOWN STATIONERS
PO BOX 796
ALAMO, CA 94507-0796

*Pay Terms: NET45 Net 45
Basis Date Type: Inv Date

Control Group:
Invoice Lines: 3600.00
*Currency: USD
Miscellaneous:
Freight:
Sales Tax: 306.00
Use Tax: 0.00
Total: 3,906.00

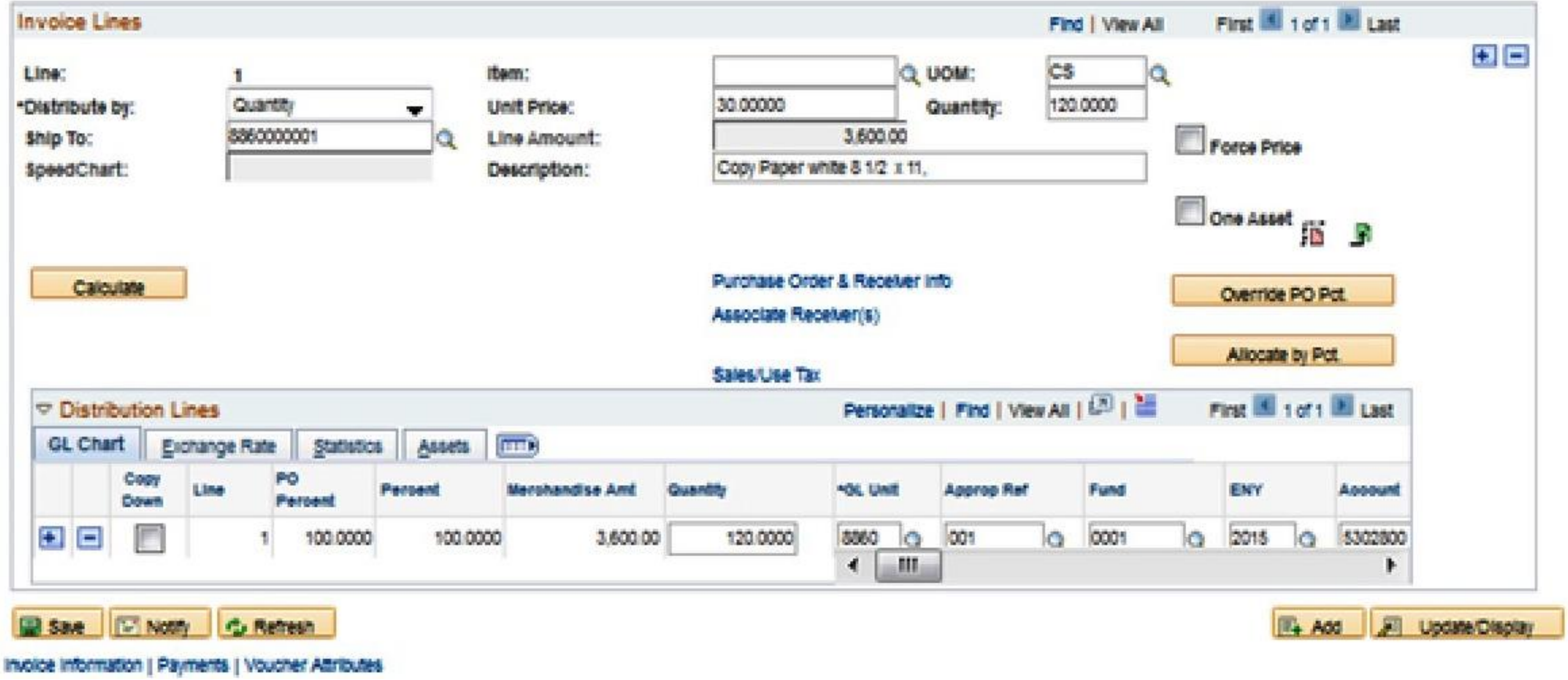
Difference: 0.00

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

Save voucher

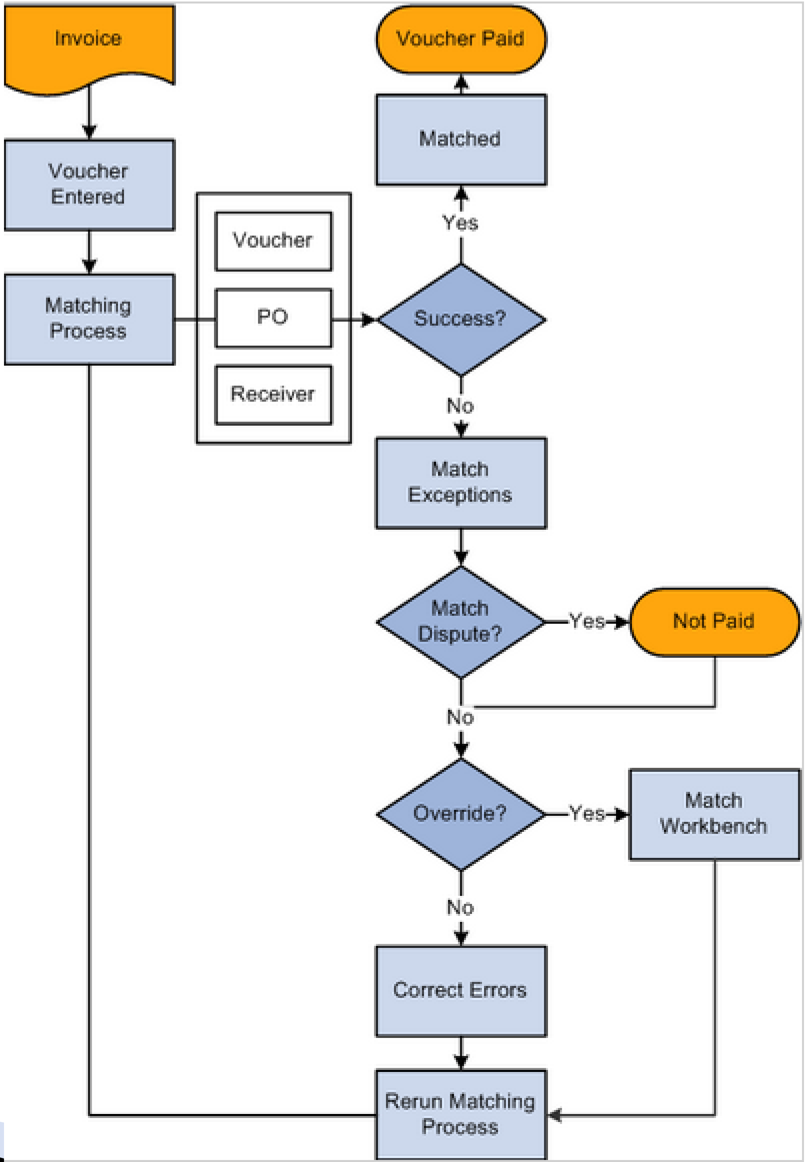
(See Checklist Before Saving Voucher for tips)


Invoice Lines
Find | View All
First 1 of 1 Last
Calculate
Purchase Order & Receiver Info
Associate Receiver(s)
Sales/Use Tax
Override PO Pct.
Allocate by Pct.
Distribution Lines
Personalize | Find | View All
First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes

Line: 1
*Distribute by: Quantity
Ship To: 8860000001
SpeedChart:
Item:
Unit Price: 30.00000
Line Amount: 3,600.00
Description: Copy Paper white 8 1/2 x 11,
UOM: CS
Quantity: 120.0000
☐ Force Price
☐ One Asset

		Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account
+	−	☐	1	100.0000	100.0000	3,600.00	120.0000	8860	001	0001	2015	5302800

Three-way matching process compares vouchers, purchase orders, and receipts


Invoice
Voucher Paid
Matched
Voucher Entered
Voucher
PO
Receiver
Yes
Matching Process
Success?
No
Match Exceptions
Match Dispute?
Yes
Not Paid
No
Override?
Yes
Match Workbench
No
Correct Errors
Rerun Matching Process

Tip – Matching Errors

If a voucher as an incorrect or invalid chartfield string when copied from the PO receipt, the AP Processor should contact the Purchase Order Processor to have the Purchase Order modified by a Change Order.

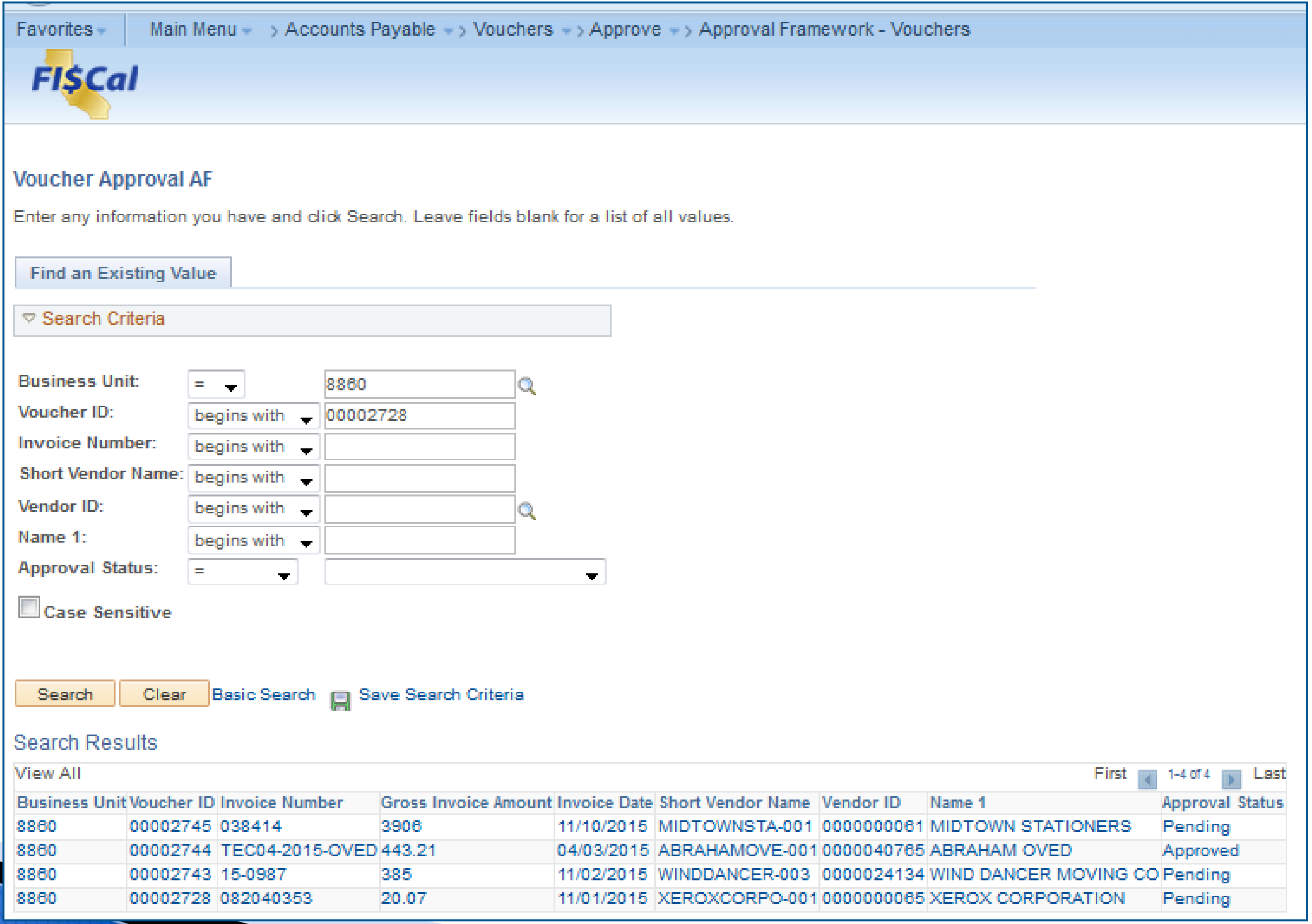
If the payment is an expedite, the AP Processor or AP Maintainer can ***override*** the matching process and correct the coding. The override will allow the voucher to continue through the AP Workflow and will still reduce the encumbrance.

Voucher Management Roles

• Voucher Approval	(AP Approver)
• Voucher Deletion	(AP Processor)
Close	(FI$CAL Service Ctr.)
Unpost	(SCO Claim Audits)
• Voucher Correction	(AP Processor or (AP Maintainer)
• Open Item accounting	(AP Processor) (AR Payment Processor)

Voucher Approval

Vouchers are approved through the AP Approval Framework. The AP Processor and Pay Cycle Processor submit vouchers for approval. The Approval Framework detects these transactions and sends email notifications to the AP Approvers letting them know that items are awaiting review.


Favorites
Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers
FI$Cal
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria
View All
First 1-4 of 4 Last

Voucher Approval AF

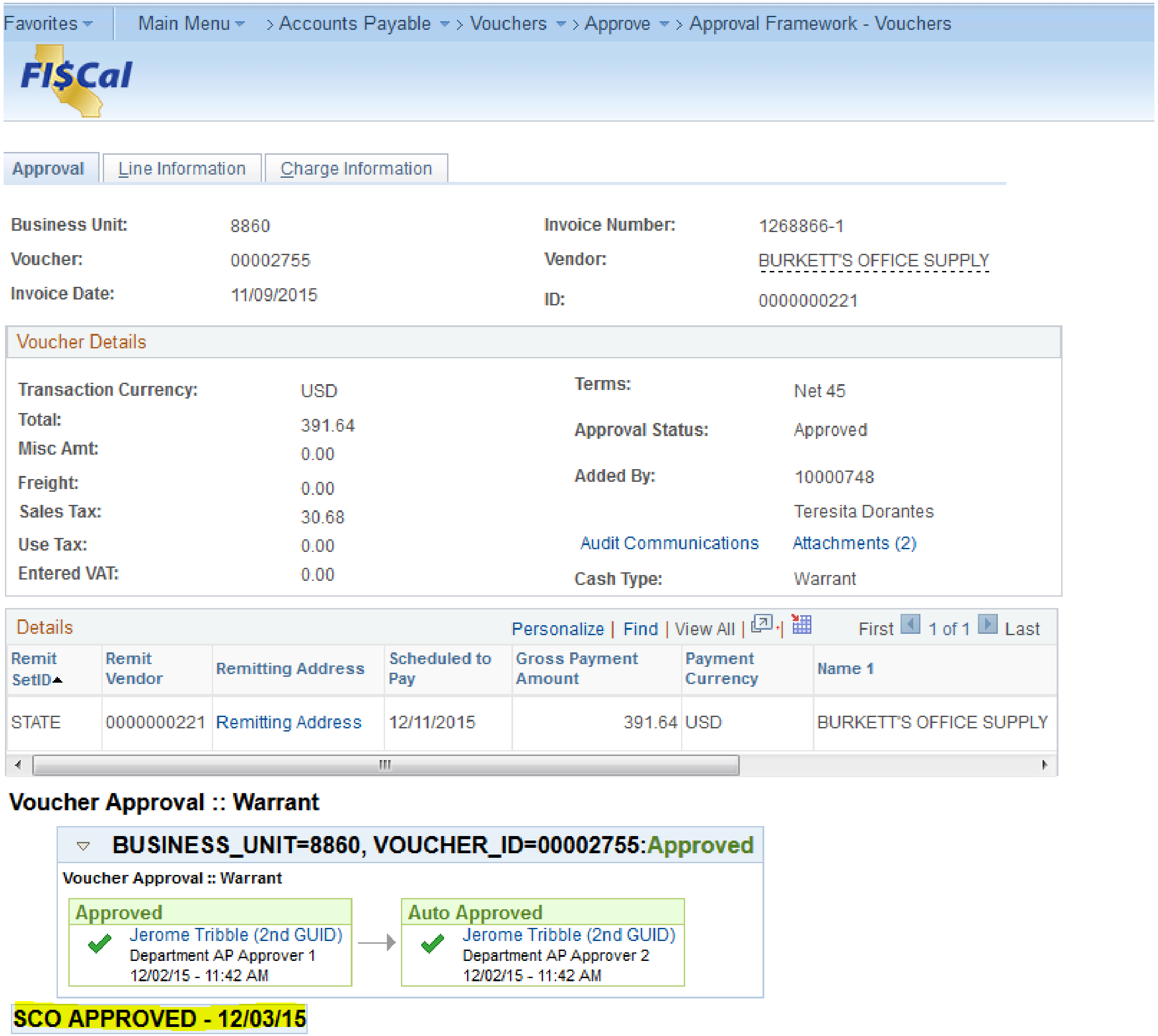
Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: = 8860
Voucher ID: begins with 00002728
Invoice Number: begins with
Short Vendor Name: begins with
Vendor ID: begins with
Name 1: begins with
Approval Status: =
☐ Case Sensitive

Search Results

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Approval Status
8860	00002745	038414	3906	11/10/2015	MIDTOWNSTA-001	0000000061	MIDTOWN STATIONERS	Pending
8860	00002744	TEC04-2015-OVED	443.21	04/03/2015	ABRAHAMOVE-001	0000040765	ABRAHAM OVED	Approved
8860	00002743	15-0987	385	11/02/2015	WINDDANCER-003	0000024134	WIND DANCER MOVING CO	Pending
8860	00002728	082040353	20.07	11/01/2015	XEROXCORPO-001	0000000065	XEROX CORPORATION	Pending

Voucher Approval (Continued)


Favorites
Main Menu
> Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers
FI$Cal
Approval
Line Information
Charge Information

Business Unit: 8860
Voucher: 00002755
Invoice Date: 11/09/2015
Invoice Number: 1268866-1
Vendor: BURKETT'S OFFICE SUPPLY
ID: 0000000221

Voucher Details

Transaction Currency: USD
Total: 391.64
Misc Amt: 0.00
Freight: 0.00
Sales Tax: 30.68
Use Tax: 0.00
Entered VAT: 0.00
Terms: Net 45
Approval Status: Approved
Added By: 10000748
Teresita Dorantes
Audit Communications
Attachments (2)
Cash Type: Warrant

Details

Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000000221	Remitting Address	12/11/2015	391.64	USD	BURKETT'S OFFICE SUPPLY

Voucher Approval :: Warrant

BUSINESS_UNIT=8860, VOUCHER_ID=00002755:Approved

Voucher Approval :: Warrant

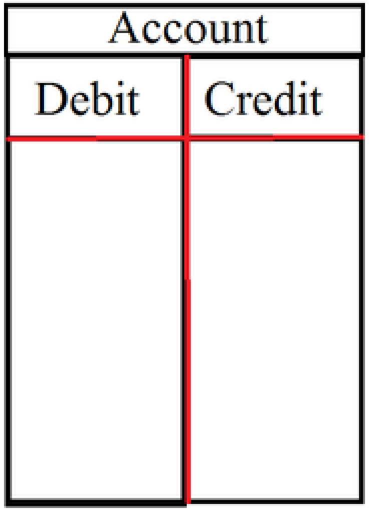
Approved
✓ Jerome Tribble (2nd GUID)
Department AP Approver 1
12/02/15 - 11:42 AM

Auto Approved
✓ Jerome Tribble (2nd GUID)
Department AP Approver 2
12/02/15 - 11:42 AM

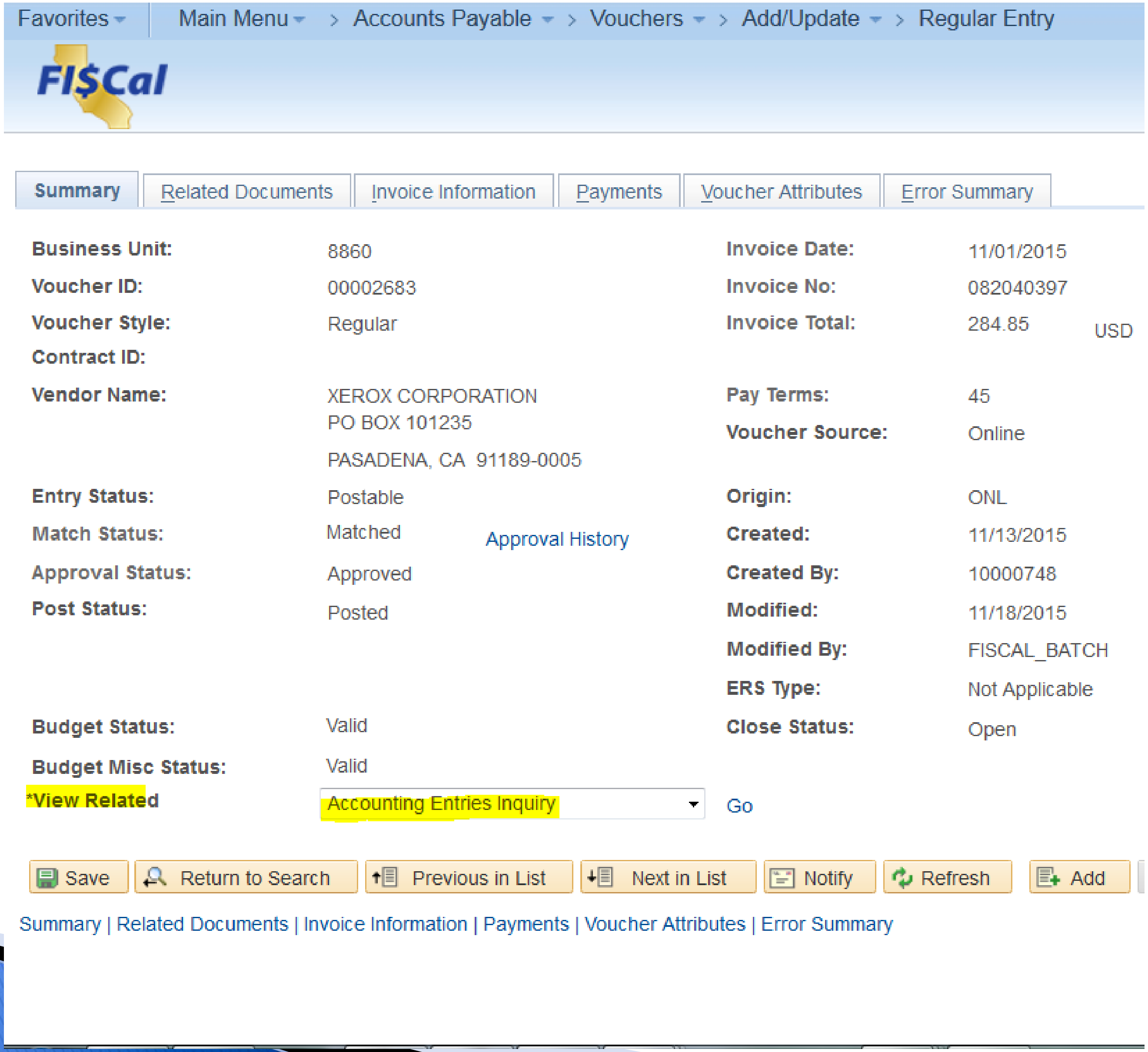
SCO APPROVED - 12/03/15

How can I review my accounting entries?

- After SCO approves the voucher, the AP Journal posts to the General Ledger. At this point, the accounting entries can be viewed in Voucher Summary tab by clicking on the View Related pull down menu. Select Accounting Entry Inquiry and click on the GO link to see the accounting entries.



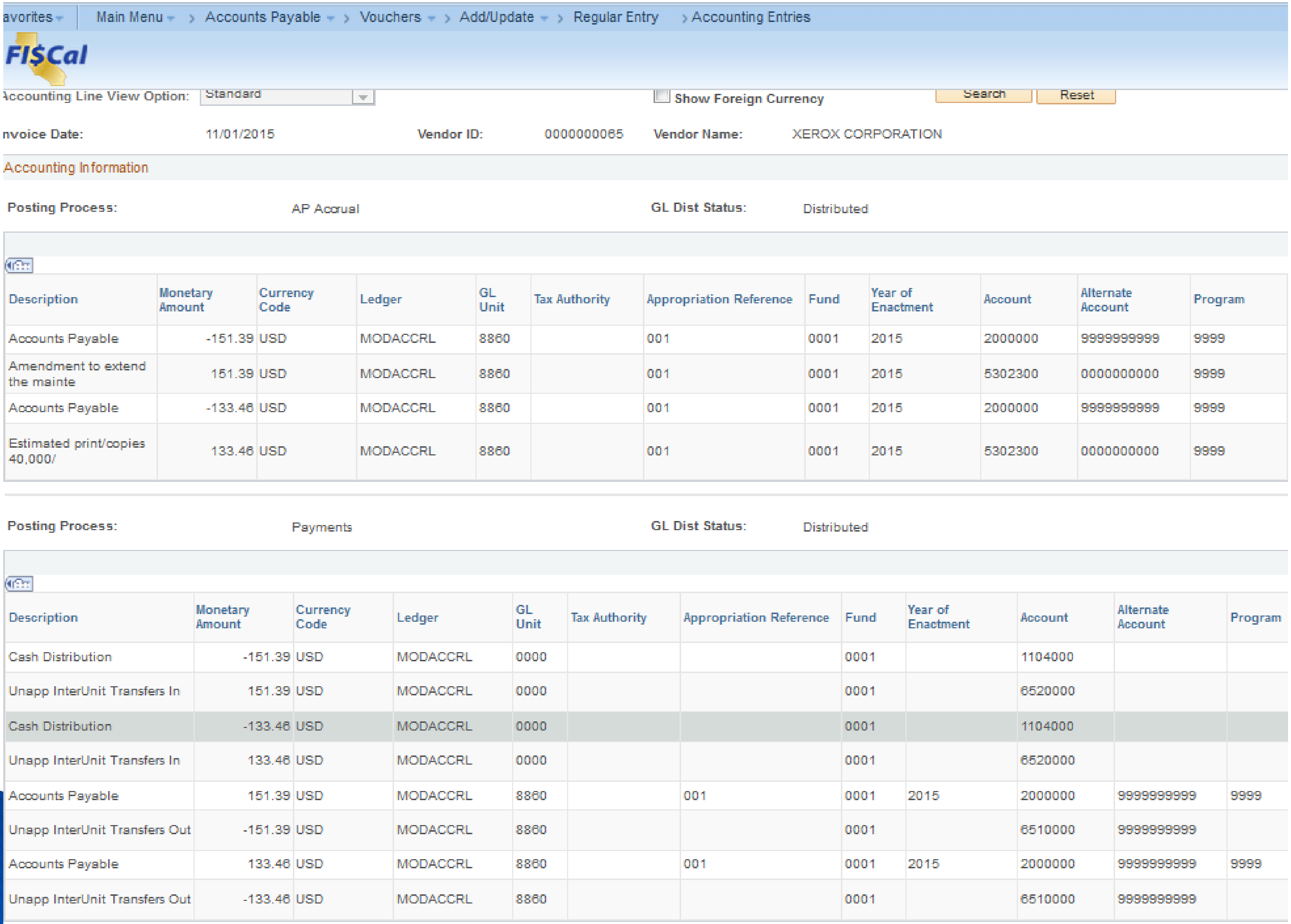
How can I review my accounting entries? (cont.)


Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
FI$Cal
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Approval History
Go
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 8860
Voucher ID: 00002683
Voucher Style: Regular
Contract ID:
Vendor Name: XEROX CORPORATION
PO BOX 101235
PASADENA, CA 91189-0005
Entry Status: Postable
Match Status: Matched
Approval Status: Approved
Post Status: Posted
Budget Status: Valid
Budget Misc Status: Valid
***View Related** Accounting Entries Inquiry

Invoice Date: 11/01/2015
Invoice No: 082040397
Invoice Total: 284.85 USD
Pay Terms: 45
Voucher Source: Online
Origin: ONL
Created: 11/13/2015
Created By: 10000748
Modified: 11/18/2015
Modified By: FISCAL_BATCH
ERS Type: Not Applicable
Close Status: Open

Review Accounting Entries (Continued)



ccounting Line View Option: Standard

☐ Show Foreign Currency

nvoice Date: 11/01/2015 Vendor ID: 0000000065 Vendor Name: XEROX CORPORATION

Accounting Information

Posting Process: AP Accrual **GL Dist Status:** Distributed

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program
Accounts Payable	-151.39	USD	MODACCRL	8860		001	0001	2015	2000000	9999999999	9999
Amendment to extend the mainte	151.39	USD	MODACCRL	8860		001	0001	2015	5302300	0000000000	9999
Accounts Payable	-133.46	USD	MODACCRL	8860		001	0001	2015	2000000	9999999999	9999
Estimated print/copies 40,000/	133.46	USD	MODACCRL	8860		001	0001	2015	5302300	0000000000	9999

Posting Process: Payments **GL Dist Status:** Distributed

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Tax Authority	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program
Cash Distribution	-151.39	USD	MODACCRL	0000			0001		1104000		
Unapp InterUnit Transfers In	151.39	USD	MODACCRL	0000			0001		6520000		
Cash Distribution	-133.46	USD	MODACCRL	0000			0001		1104000		
Unapp InterUnit Transfers In	133.46	USD	MODACCRL	0000			0001		6520000		
Accounts Payable	151.39	USD	MODACCRL	8860		001	0001	2015	2000000	9999999999	9999
Unapp InterUnit Transfers Out	-151.39	USD	MODACCRL	8860			0001		6510000	9999999999	
Accounts Payable	133.46	USD	MODACCRL	8860		001	0001	2015	2000000	9999999999	9999
Unapp InterUnit Transfers Out	-133.46	USD	MODACCRL	8860			0001		6510000	9999999999	

Accounting Entries for Regular Voucher

AP PURCHASES (Regular Voucher)

i. Voucher is Approved by SCO

DR	53xxxxx	Operating Expense and Equipment
CR	2000000	Accounts Payable

ii. Voucher is Paid by SCO

DR	2000000	Accounts Payable
CR	1109200	Pending Cash-AP

Pay Cycle

What is Pay Cycle and why is it important?

- Pay Cycle is the process of creating Office Revolving Fund payments in the Accounts Payable (AP) module. (In the CALSTARS legacy system, this is equivalent to Check Issuance and Processing)

- To run a Pay Cycle, the AP Payment Processor needs to specify Payment Selection Criteria - a criteria, based on which AP Vouchers would be picked by the Pay Cycle. The Criteria includes Payment Dates (From Date, To Date), Business Unit, Payment Bank, etc. Once the 'Payment Selection Criteria' is set, the Pay cycle is ready to be run through the Pay Cycle Manager.

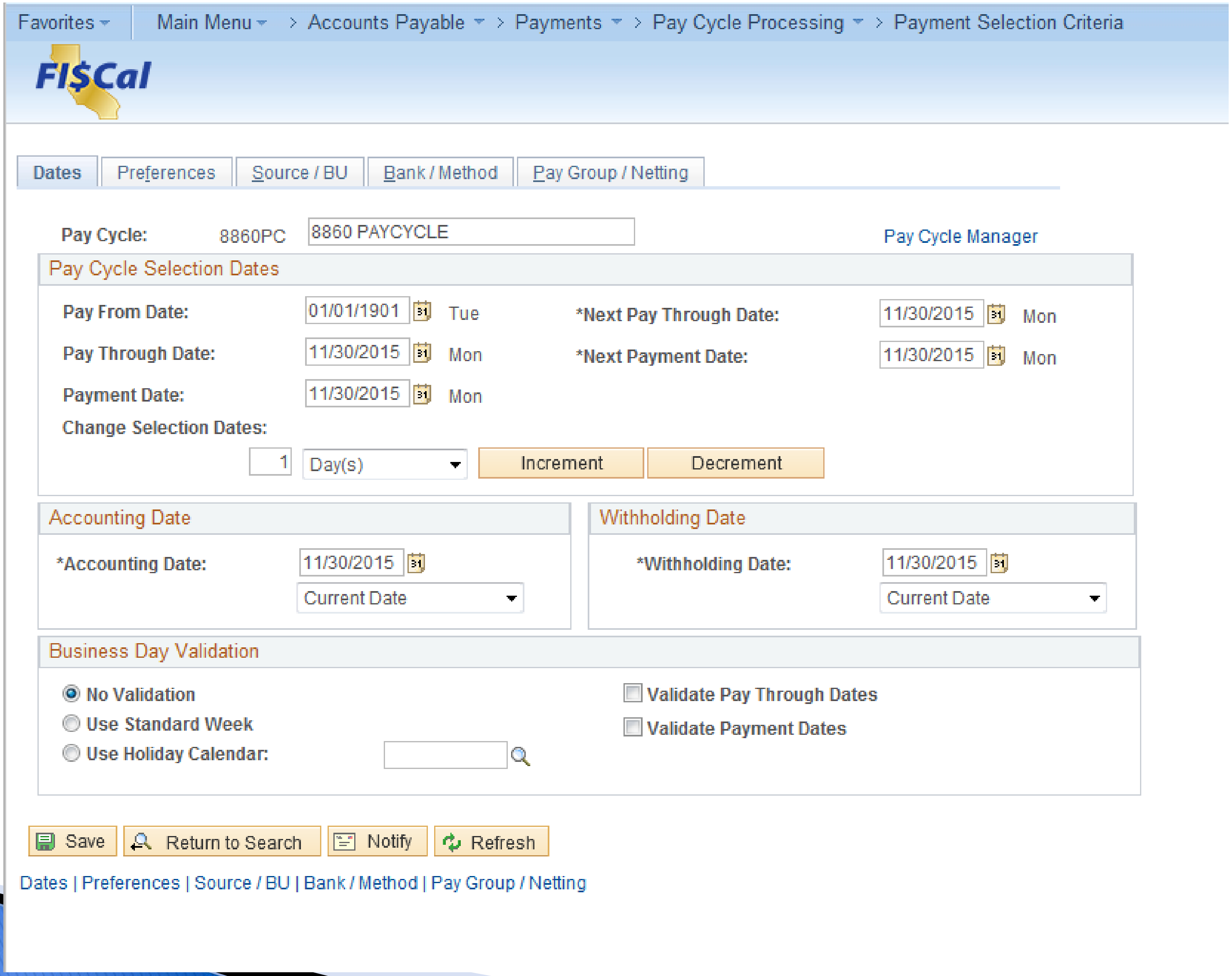
- The Pay Cycle Manager initiates the Pay Cycle process by selecting, creating and sending ORF payments to a printer or a PDF file.

Pay Cycle (cont.)

***Payment Selection**	Pay Cycle Processor defines the payment selection criteria (e.g. process Travel Advance, but exclude Salary Advance).
Payment Creation	After the Voucher(s) have been selected, the Payment Creation process creates payments. Payments are created into PDF files. These PDF files can be retrieved in the Report Manager.

***Payment Selection and Creation can be run simultaneously, however it is recommended that the processes be run separately.**

Payment Selection


Favorites
Main Menu
Accounts Payable
Payments
Pay Cycle Processing
Payment Selection Criteria
FI$Cal
Dates
Preferences
Source / BU
Bank / Method
Pay Group / Netting
Pay Cycle Manager
Increment
Decrement
Save
Return to Search
Notify
Refresh
Dates | Preferences | Source / BU | Bank / Method | Pay Group / Netting

Pay Cycle: 8860PC 8860 PAYCYCLE

Pay Cycle Selection Dates

Pay From Date: 01/01/1901 Tue

Pay Through Date: 11/30/2015 Mon

Payment Date: 11/30/2015 Mon

***Next Pay Through Date:** 11/30/2015 Mon

***Next Payment Date:** 11/30/2015 Mon

Change Selection Dates: 1 Day(s)

Accounting Date

***Accounting Date:** 11/30/2015 Current Date

Withholding Date

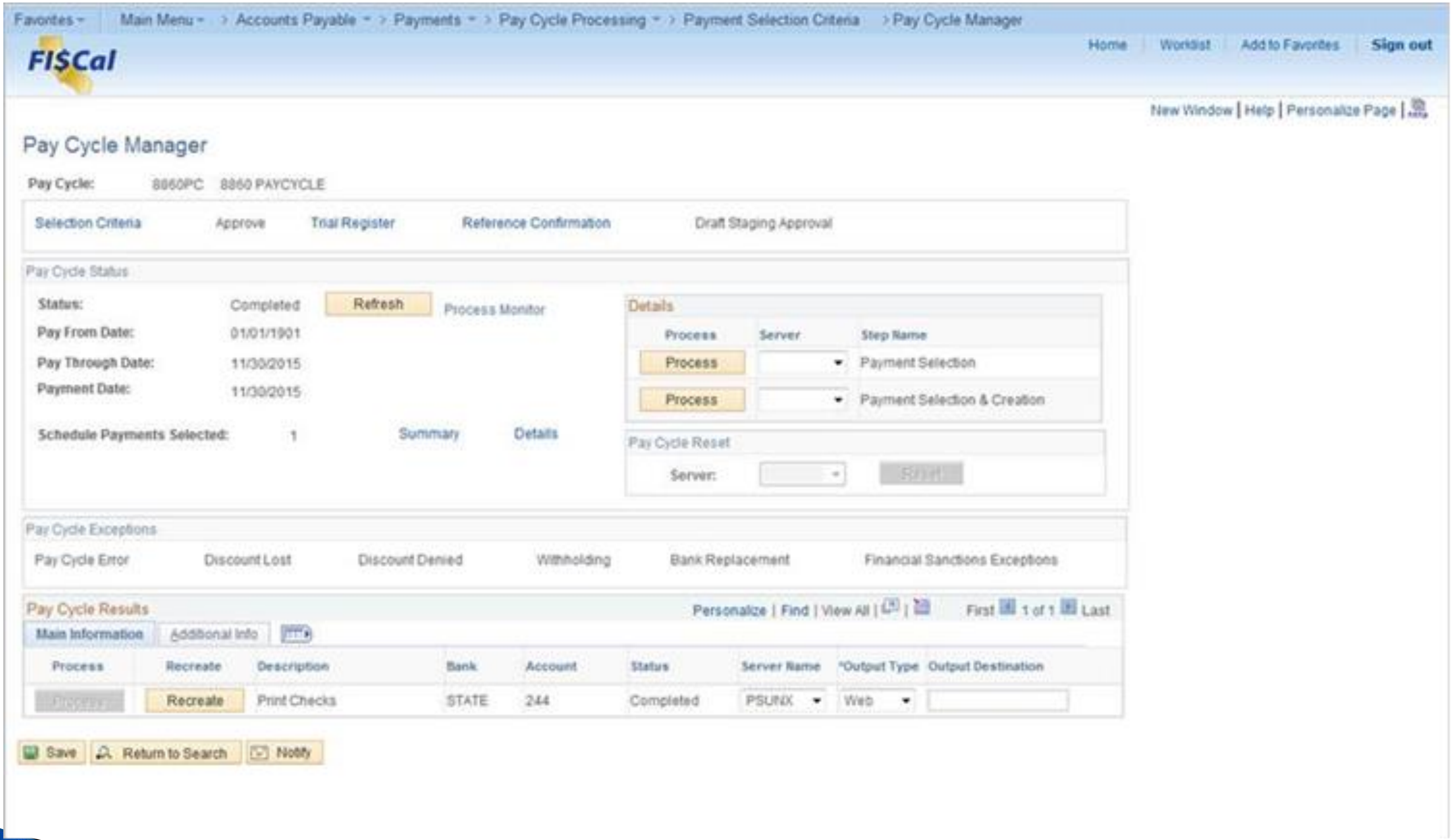
***Withholding Date:** 11/30/2015 Current Date

Business Day Validation

● **No Validation**
○ **Use Standard Week**
○ **Use Holiday Calendar:**

☐ **Validate Pay Through Dates**
☐ **Validate Payment Dates**

Pay Cycle Manager


Favorites
Main Menu
Accounts Payable
Payments
Pay Cycle Processing
Payment Selection Criteria
Pay Cycle Manager
FI$Cal
Home
Worklist
Add to Favorites
Sign out
New Window | Help | Personalize Page
Selection Criteria
Approve
Trial Register
Reference Confirmation
Draft Staging Approval
Refresh
Process Monitor
Summary
Details
Reset
Pay Cycle Error
Discount Lost
Discount Denied
Withholding
Bank Replacement
Financial Sanctions Exceptions
Personalize | Find | View All
First 1 of 1 Last
Main Information
Additional Info
Save
Return to Search
Notify

Pay Cycle Manager

Pay Cycle: 8860PC 8860 PAYCYCLE

Pay Cycle Status

Status: Completed

Pay From Date: 01/01/1901

Pay Through Date: 11/30/2015

Payment Date: 11/30/2015

Schedule Payments Selected: 1

Details

Process	Server	Step Name
Process		Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

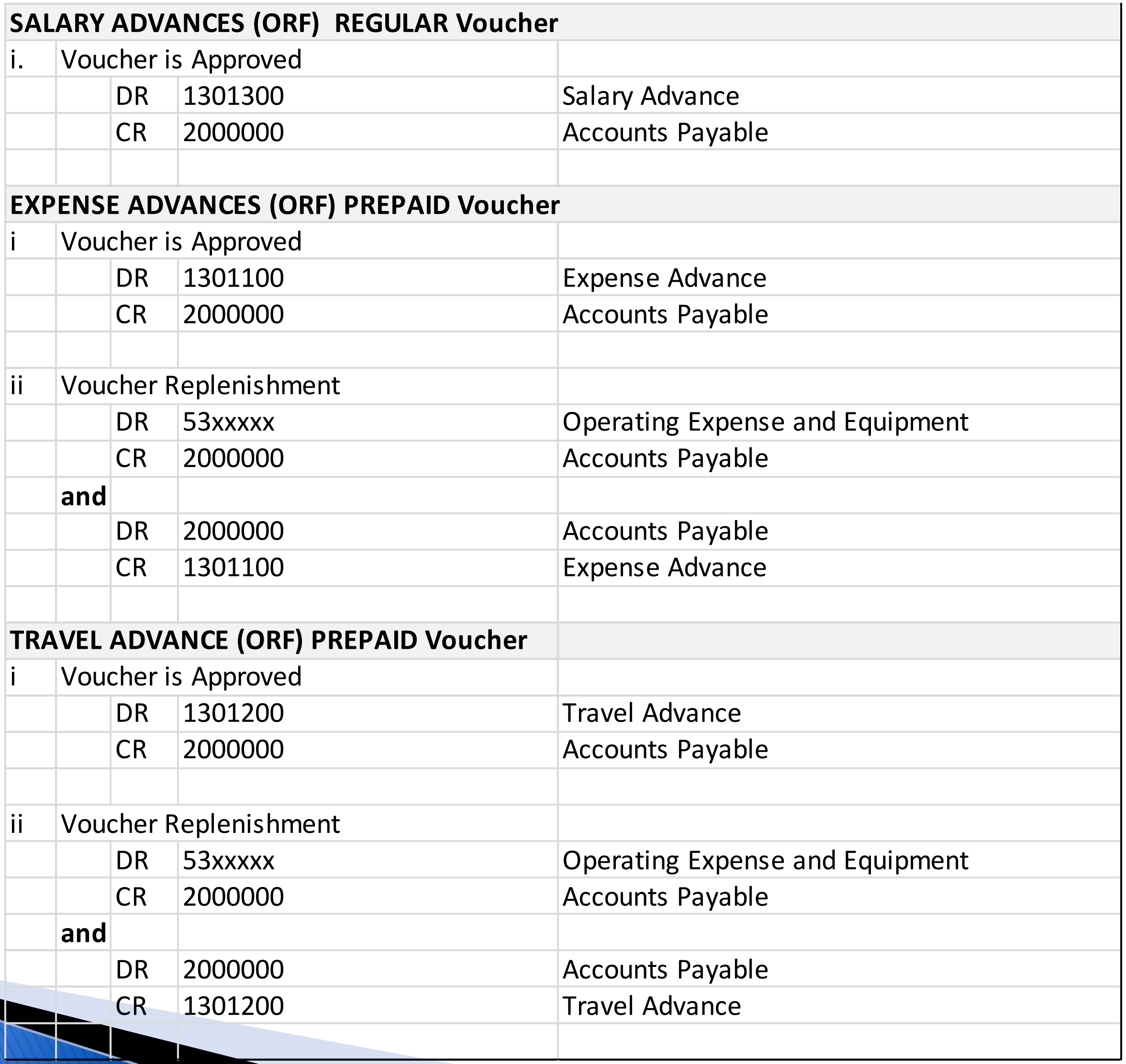
Server:

Pay Cycle Exceptions

Pay Cycle Results

Process	Recreate	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process	Recreate	Print Checks	STATE	244	Completed	PSUNX	Web	

Accounting Entries for ORF Vouchers



SALARY ADVANCES (ORF) REGULAR Voucher				
i.	Voucher is Approved			
		DR	1301300	Salary Advance
		CR	2000000	Accounts Payable
EXPENSE ADVANCES (ORF) PREPAID Voucher				
i	Voucher is Approved			
		DR	1301100	Expense Advance
		CR	2000000	Accounts Payable
ii	Voucher Replenishment			
		DR	53xxxxx	Operating Expense and Equipment
		CR	2000000	Accounts Payable
	and			
		DR	2000000	Accounts Payable
		CR	1301100	Expense Advance
TRAVEL ADVANCE (ORF) PREPAID Voucher				
i	Voucher is Approved			
		DR	1301200	Travel Advance
		CR	2000000	Accounts Payable
ii	Voucher Replenishment			
		DR	53xxxxx	Operating Expense and Equipment
		CR	2000000	Accounts Payable
	and			
		DR	2000000	Accounts Payable
		CR	1301200	Travel Advance

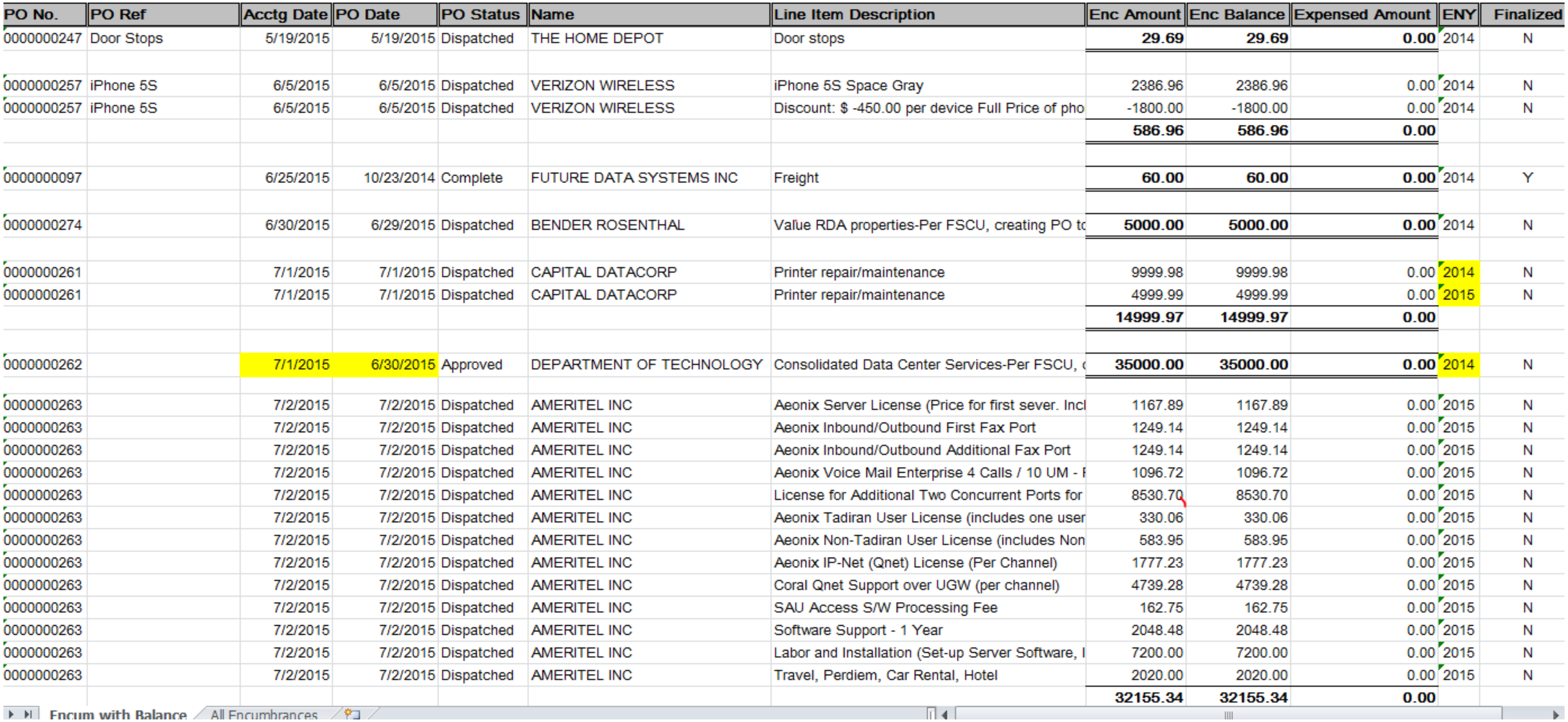
AP Reports

- Encumbrance Status Report - ZZ_Encumbrance_Status
- AP Voucher Activity Report - APSX8001
- AP Accounting Entries to GL Report ZZ_AP_ACCT_Entries_Sent_To_GL

Encumbrance Status Report

- The Encumbrance Status Report is similar to the CALSTARS D12 report. It is populated by PO activity from the Purchasing Module.
- The report displays Purchase Order number, PO Date, Accounting Date, Original Encumbrance Amount, Remaining Encumbrance Balance and Chartfields.
- It is best to run the report from the inception date (1/1/1901) to current date to review all remaining balances.
- The Accounting Date determines the encumbrance fiscal period.
- This report can be useful for encumbrance reconciliation and for budget projections.

Encumbrance Status Report



PO No.	PO Ref	Acctg Date	PO Date	PO Status	Name	Line Item Description	Enc Amount	Enc Balance	Expensed Amount	ENY	Finalized
0000000247	Door Stops	5/19/2015	5/19/2015	Dispatched	THE HOME DEPOT	Door stops	**29.69**	**29.69**	**0.00**	2014	N
0000000257	iPhone 5S	6/5/2015	6/5/2015	Dispatched	VERIZON WIRELESS	iPhone 5S Space Gray	2386.96	2386.96	0.00	2014	N
0000000257	iPhone 5S	6/5/2015	6/5/2015	Dispatched	VERIZON WIRELESS	Discount: $ -450.00 per device Full Price of pho	-1800.00	-1800.00	0.00	2014	N
							586.96	**586.96**	**0.00**		
0000000097		6/25/2015	10/23/2014	Complete	FUTURE DATA SYSTEMS INC	Freight	**60.00**	**60.00**	**0.00**	2014	Y
0000000274		6/30/2015	6/29/2015	Dispatched	BENDER ROSENTHAL	Value RDA properties-Per FSCU, creating PO to	**5000.00**	**5000.00**	**0.00**	2014	N
0000000261		7/1/2015	7/1/2015	Dispatched	CAPITAL DATACORP	Printer repair/maintenance	9999.98	9999.98	0.00	2014	N
0000000261		7/1/2015	7/1/2015	Dispatched	CAPITAL DATACORP	Printer repair/maintenance	4999.99	4999.99	0.00	2015	N
							14999.97	**14999.97**	**0.00**		
0000000262		7/1/2015	6/30/2015	Approved	DEPARTMENT OF TECHNOLOGY	Consolidated Data Center Services-Per FSCU, c	**35000.00**	**35000.00**	**0.00**	2014	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Server License (Price for first sever. Incl	1167.89	1167.89	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Inbound/Outbound First Fax Port	1249.14	1249.14	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Inbound/Outbound Additional Fax Port	1249.14	1249.14	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Voice Mail Enterprise 4 Calls / 10 UM - F	1096.72	1096.72	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	License for Additional Two Concurrent Ports for	8530.70	8530.70	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Tadiran User License (includes one user	330.06	330.06	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix Non-Tadiran User License (includes Non	583.95	583.95	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Aeonix IP-Net (Qnet) License (Per Channel)	1777.23	1777.23	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Coral Qnet Support over UGW (per channel)	4739.28	4739.28	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	SAU Access S/W Processing Fee	162.75	162.75	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Software Support - 1 Year	2048.48	2048.48	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Labor and Installation (Set-up Server Software, I	7200.00	7200.00	0.00	2015	N
0000000263		7/2/2015	7/2/2015	Dispatched	AMERITEL INC	Travel, Perdiem, Car Rental, Hotel	2020.00	2020.00	0.00	2015	N
							32155.34	**32155.34**	**0.00**		

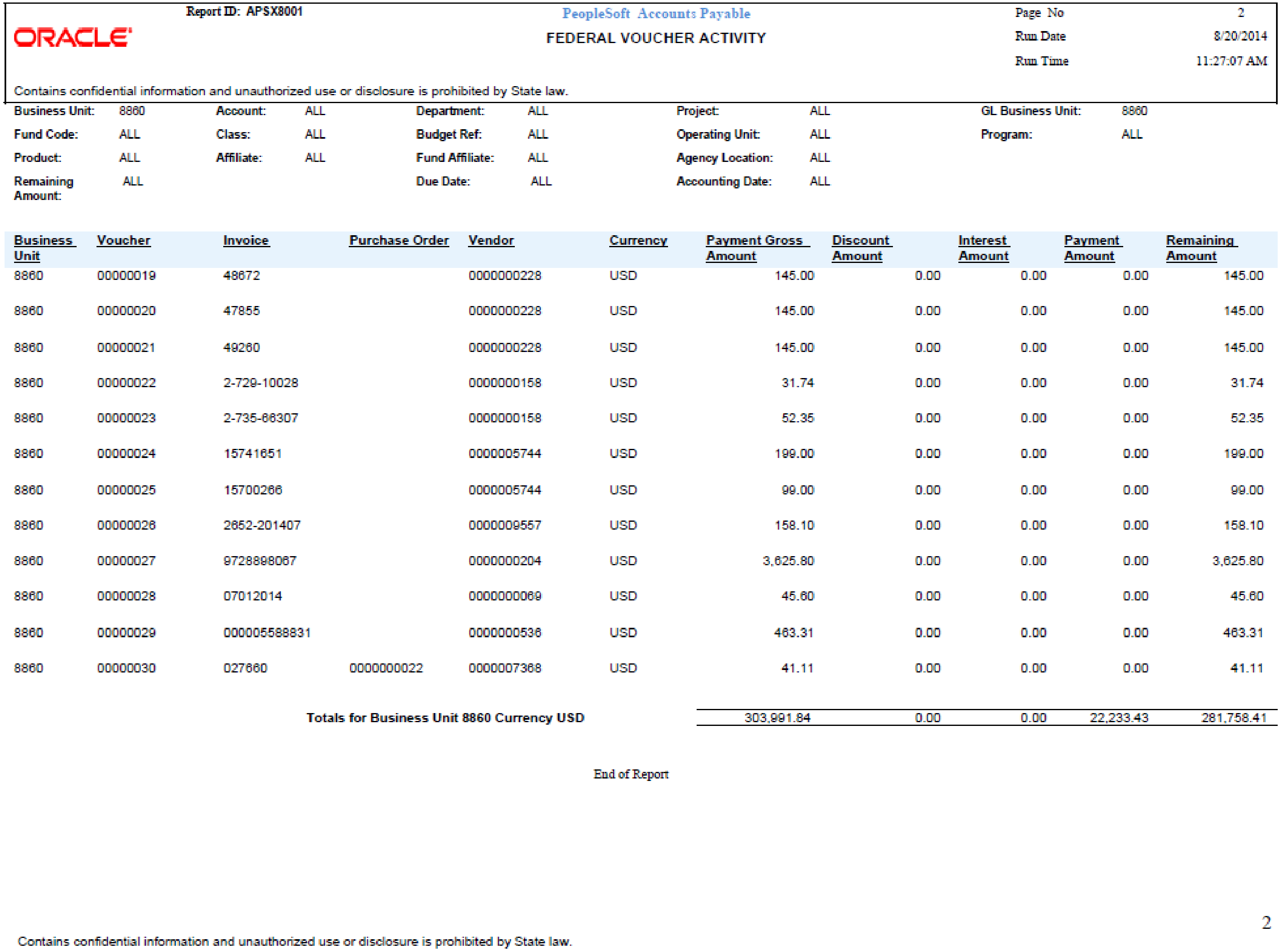
AP Voucher Activity Report

- The AP Voucher Activity Report can be run by date range, and chartfield values.

- The report can be month end tool to see what vouchers were created and the gross amount of payments.

- The report does not show deleted vouchers.

AP Voucher Activity Report



ORACLE

Report ID: APSX8001

PeopleSoft Accounts Payable

FEDERAL VOUCHER ACTIVITY

Page No 2
Run Date 8/20/2014
Run Time 11:27:07 AM

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	**Account:**	ALL	**Department:**	ALL	**Project:**	ALL	**GL Business Unit:**	8860
Fund Code:	ALL	**Class:**	ALL	**Budget Ref:**	ALL	**Operating Unit:**	ALL	**Program:**	ALL
Product:	ALL	**Affiliate:**	ALL	**Fund Affiliate:**	ALL	**Agency Location:**	ALL		
Remaining Amount:	ALL			**Due Date:**	ALL	**Accounting Date:**	ALL		

Business Unit	Voucher	Invoice	Purchase Order	Vendor	Currency	Payment Gross Amount	Discount Amount	Interest Amount	Payment Amount	Remaining Amount
8860	00000019	48672		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000020	47855		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000021	49260		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000022	2-729-10028		0000000158	USD	31.74	0.00	0.00	0.00	31.74
8860	00000023	2-735-66307		0000000158	USD	52.35	0.00	0.00	0.00	52.35
8860	00000024	15741651		0000005744	USD	199.00	0.00	0.00	0.00	199.00
8860	00000025	15700266		0000005744	USD	99.00	0.00	0.00	0.00	99.00
8860	00000026	2652-201407		0000009557	USD	158.10	0.00	0.00	0.00	158.10
8860	00000027	9728898067		0000000204	USD	3,625.80	0.00	0.00	0.00	3,625.80
8860	00000028	07012014		0000000069	USD	45.60	0.00	0.00	0.00	45.60
8860	00000029	000005588831		0000000536	USD	463.31	0.00	0.00	0.00	463.31
8860	00000030	027660	0000000022	0000007368	USD	41.11	0.00	0.00	0.00	41.11
		Totals for Business Unit 8860 Currency USD				303,991.84	0.00	0.00	22,233.43	281,758.41

End of Report

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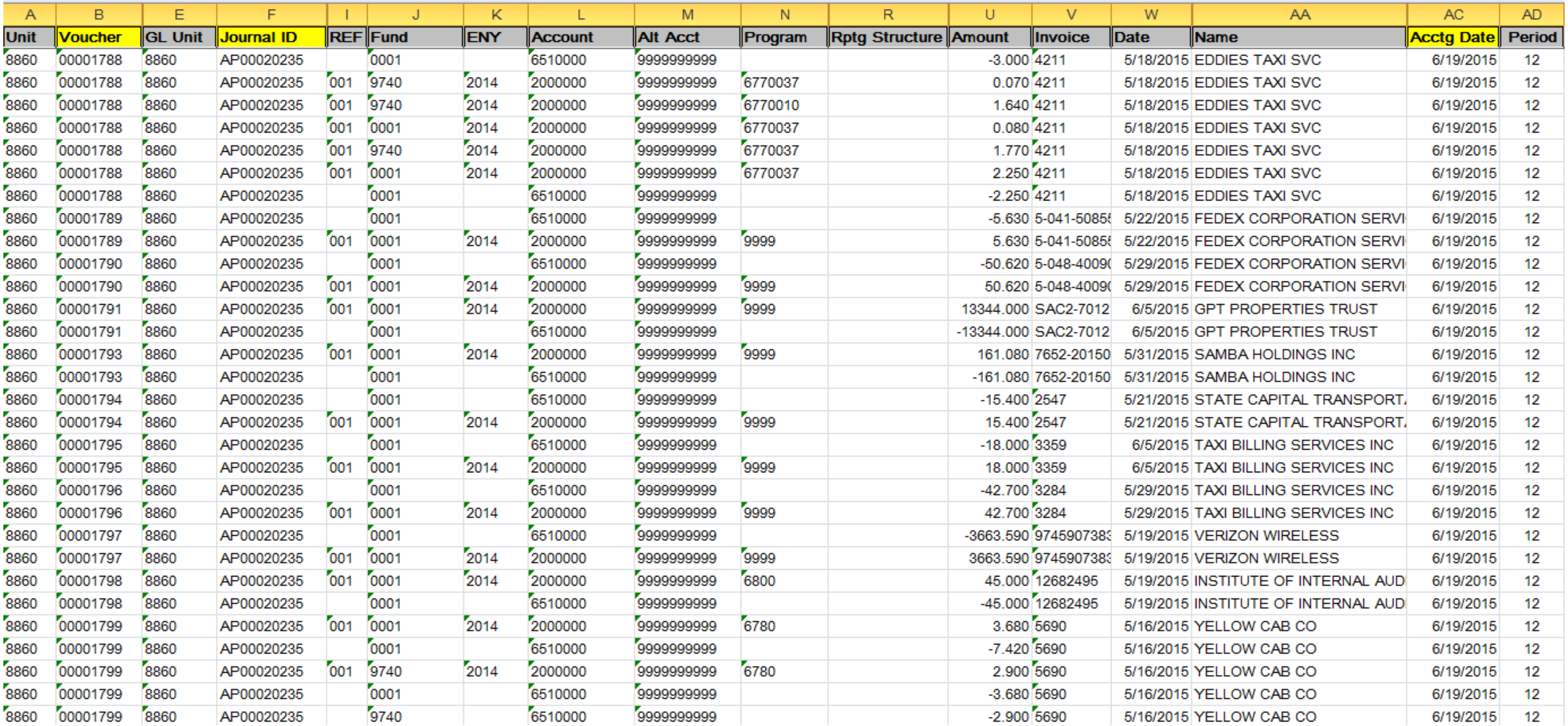
2

AP Accounting Entries Sent to GL Report

- The AP Accounting Entries Sent to GL Report will display the AP Journal entries that have posted in GL.
- It will associate AP voucher to AP Journal.

AP Accounting Entries Sent to GL Report



A	B	E	F	I	J	K	L	M	N	R	U	V	W	AA	AC	AD
Unit	**Voucher**	**GL Unit**	**Journal ID**	**REF**	**Fund**	**ENY**	**Account**	**Alt Acct**	**Program**	**Rptg Structure**	**Amount**	**Invoice**	**Date**	**Name**	**Acctg Date**	**Period**
8860	00001788	8860	AP00020235		0001		6510000	9999999999			-3.000	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770037		0.070	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770010		1.640	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	0001	2014	2000000	9999999999	6770037		0.080	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770037		1.770	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	0001	2014	2000000	9999999999	6770037		2.250	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235		0001		6510000	9999999999			-2.250	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001789	8860	AP00020235		0001		6510000	9999999999			-5.630	5-041-5085	5/22/2015	FEDEX CORPORATION SERV	6/19/2015	12
8860	00001789	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		5.630	5-041-5085	5/22/2015	FEDEX CORPORATION SERV	6/19/2015	12
8860	00001790	8860	AP00020235		0001		6510000	9999999999			-50.620	5-048-4009	5/29/2015	FEDEX CORPORATION SERV	6/19/2015	12
8860	00001790	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		50.620	5-048-4009	5/29/2015	FEDEX CORPORATION SERV	6/19/2015	12
8860	00001791	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		13344.000	SAC2-7012	6/5/2015	GPT PROPERTIES TRUST	6/19/2015	12
8860	00001791	8860	AP00020235		0001		6510000	9999999999			-13344.000	SAC2-7012	6/5/2015	GPT PROPERTIES TRUST	6/19/2015	12
8860	00001793	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		161.080	7652-20150	5/31/2015	SAMBA HOLDINGS INC	6/19/2015	12
8860	00001793	8860	AP00020235		0001		6510000	9999999999			-161.080	7652-20150	5/31/2015	SAMBA HOLDINGS INC	6/19/2015	12
8860	00001794	8860	AP00020235		0001		6510000	9999999999			-15.400	2547	5/21/2015	STATE CAPITAL TRANSPORT	6/19/2015	12
8860	00001794	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		15.400	2547	5/21/2015	STATE CAPITAL TRANSPORT	6/19/2015	12
8860	00001795	8860	AP00020235		0001		6510000	9999999999			-18.000	3359	6/5/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001795	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		18.000	3359	6/5/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001796	8860	AP00020235		0001		6510000	9999999999			-42.700	3284	5/29/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001796	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		42.700	3284	5/29/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001797	8860	AP00020235		0001		6510000	9999999999			-3663.590	974590738	5/19/2015	VERIZON WIRELESS	6/19/2015	12
8860	00001797	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		3663.590	974590738	5/19/2015	VERIZON WIRELESS	6/19/2015	12
8860	00001798	8860	AP00020235	001	0001	2014	2000000	9999999999	6800		45.000	12682495	5/19/2015	INSTITUTE OF INTERNAL AUD	6/19/2015	12
8860	00001798	8860	AP00020235		0001		6510000	9999999999			-45.000	12682495	5/19/2015	INSTITUTE OF INTERNAL AUD	6/19/2015	12
8860	00001799	8860	AP00020235	001	0001	2014	2000000	9999999999	6780		3.680	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		0001		6510000	9999999999			-7.420	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235	001	9740	2014	2000000	9999999999	6780		2.900	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		0001		6510000	9999999999			-3.680	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		9740		6510000	9999999999			-2.900	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12

Accounts Payable

Supplemental Material for this segment:

1. AP – Voucher Life Cycle Statuses
2. AP - Checklist Before Saving Vouchers
3. AP – On-demand Budget Checking Vouchers
4. AP – Record Manual Payments in FI$CAL
5. AP – Journal Entries
6. AP – Reports
7. AP - Tips

ORF Reconciliation

ORF Reconciliation

This segment will cover:

- Journal Entries
- Reports
- Reconciliation

ORF Journal Entries:

VOUCHER AND CASH RECLASS				
i.	Expense Advances (ORF)			
		DR	1301100	Expense Advances
		CR	2000000	Accounts Payable
ii.	Cash Reclass			
		DR	2000000	Accounts Payable
		CR	1109200	Pending Cash Transfers-AP
		DR	1109200	Pending Cash Transfers-AP
		CR	1101200	Revolving Fund Cash

ORF Journal Entries (continued)

DEPOSITS AND CASH RECLASS				
i.	Deposit Made			
		DR	1109300	Pending Cash Transfers-AR
		CR	1301100	Expense Advances
ii.	Cash Reclass			
		DR	1101200	Revolving Fund Cash
		CR	1109300	Pending Cash Transfer-AR

ORF Journal Entries (continued)

VOUCHER REPLENISHMENT				
i.	JE Replenishment			
		DR	2000000	Accounts Payable
		CR	1301100	Expense Advances
ii.	Cash Reclass			
		DR	1109200	Pending Cash Transfers-AP
		CR	2000000	Accounts Payable
		DR	1101200	Revolving Fund Cash
		CR	1109200	Pending Cash Transfers-AP

ORF Reconciliation per SAM section 7965

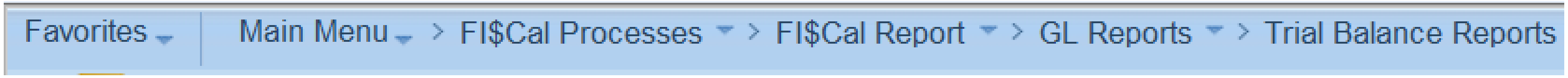
Department Name & Business Unit Number
CTS/ORF or Office Revolving Fund Reconciliation

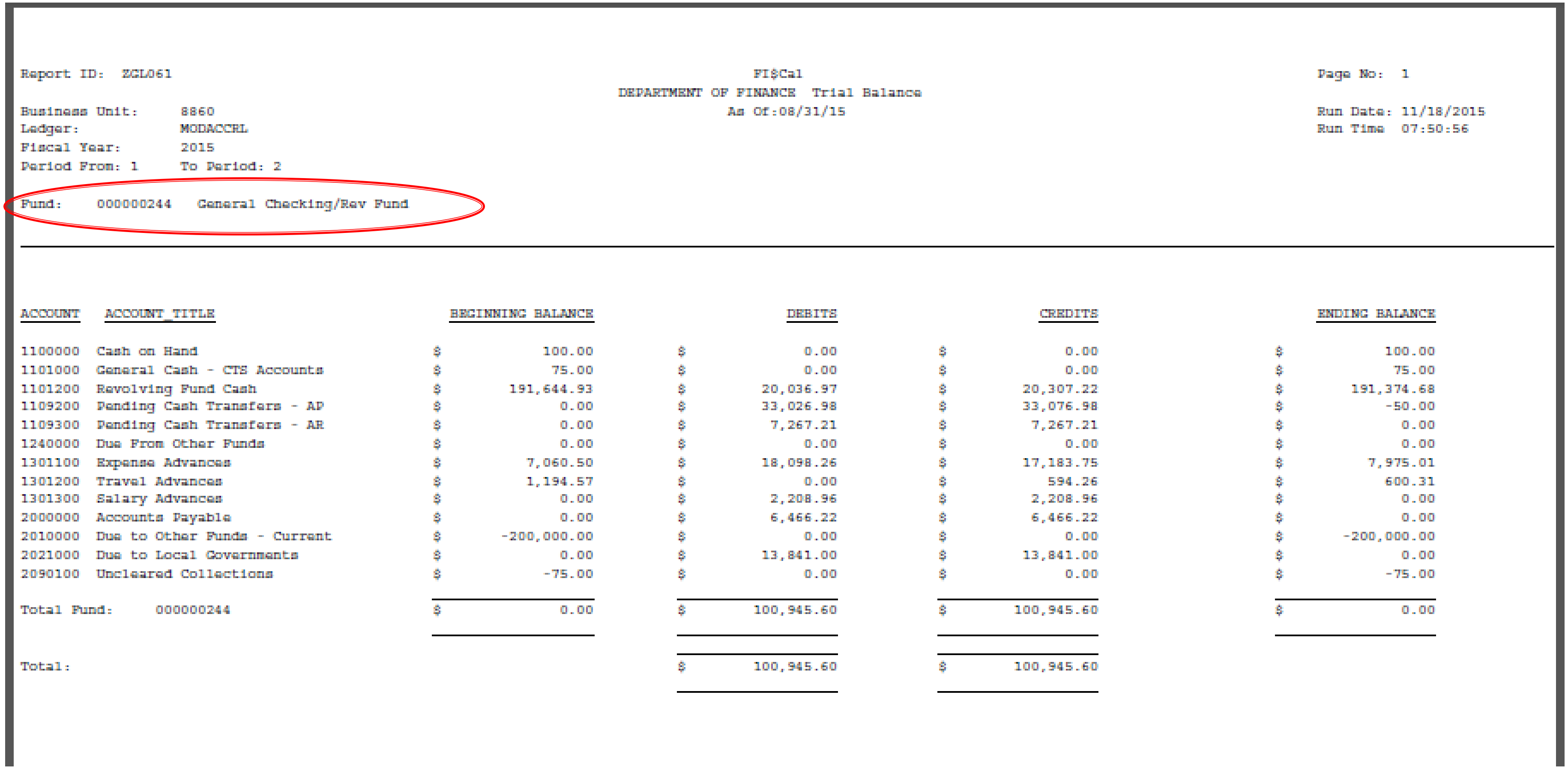
As of Date

	Detail	Total
Cash:		
Cash book balance (1101200)		7,500.00
General Cash –CTS Account (1101000)		150.00
Cash on Hand:		
Petty Cash or/and Cash Purchase Funds (1100000)	500.00	
Undeposited Receipts (1100000)	50.00	550.00
Advances:		
Expense (1301100)	950.00	
Travel (1301200)	600.00	
Salary (1301300)	400.00	1,950.00
Uncleared Collections (2090100)		- 150.00
Amount of revolving fund withdrawn from appropriation or authorized pursuant to statute		10,000.00

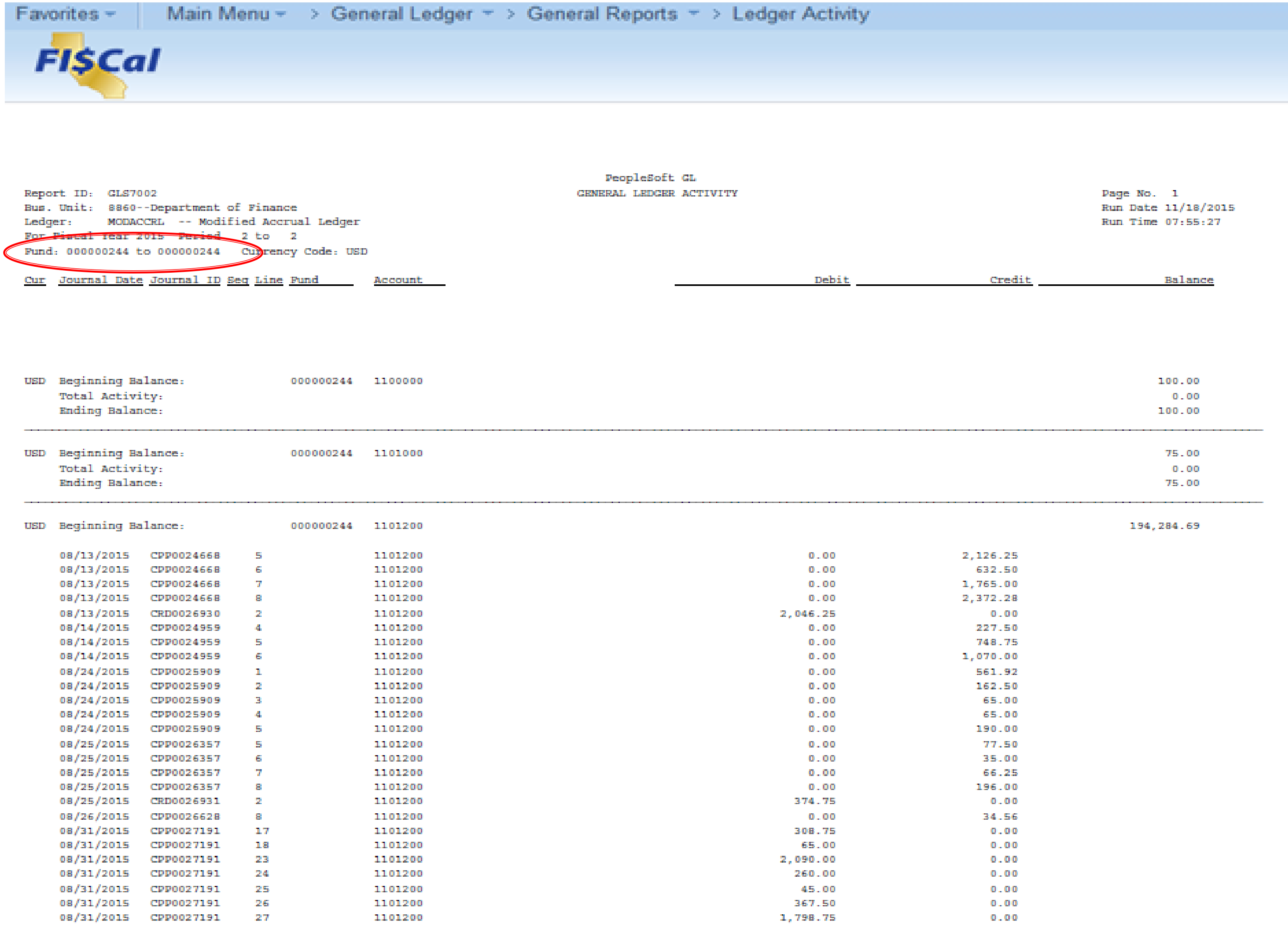
August 2015 ORF Reconciliation

GLAN	Account Title	Balances per Trial Balances		Total Balance Forward	Comments
1100000	Cash on Hand (Petty Cash allocation $100)	100.00			
1101000	General Cash - CTS Account	75.00			
1301100	Expense Advances	7,975.01			
1301200	Travel Advances	600.31			
1301300	Salary Advances	0.00			
2090100	Uncleared Collections	(75.00)			
	Totals	8,675.32		8,675.32	
	Reconciling Items:				
	1109200-Pending Cash Transfer-AP (Voucher # 2007)			(50.00)	
1101200	Cash Book Balance			191,374.68	
	TOTAL - Amount of revolving fund withdrawn from appropriation			**200,000.00**	
	Performed by:		Date:		
	Reviewed by:		Date:		

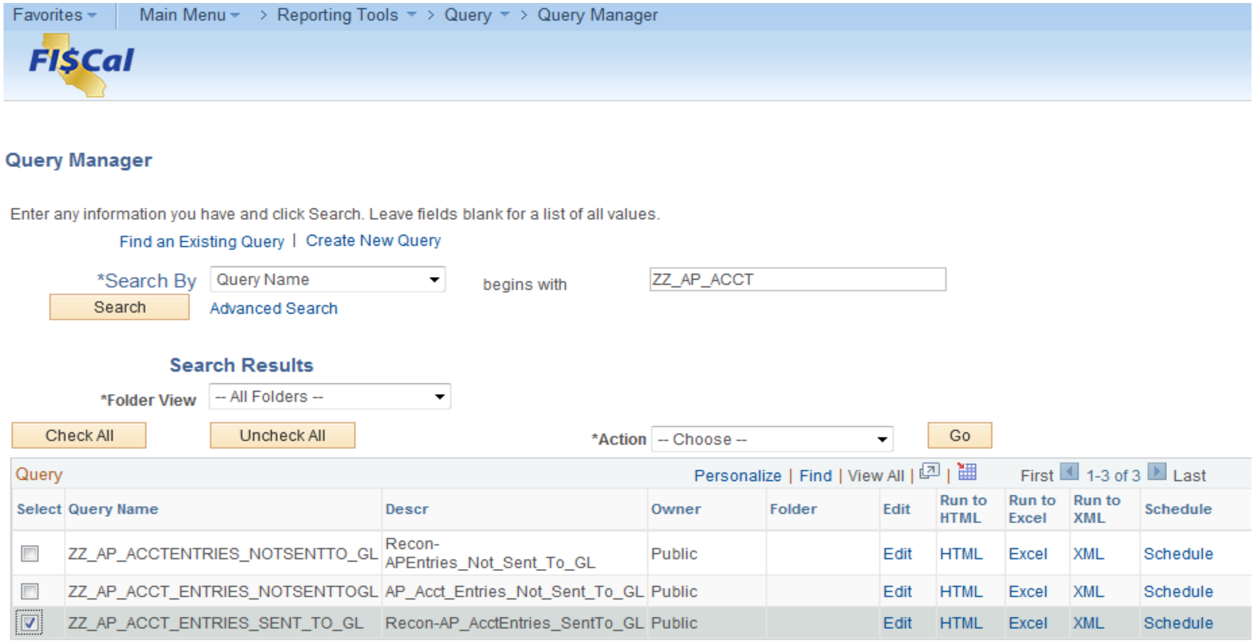




```
Report ID:  ZGL061                                      FI$Cal                                                    Page No:  1
                                          DEPARTMENT OF FINANCE  Trial Balance
Business Unit:      8860                                 As Of:08/31/15                                           Run Date: 11/18/2015
Ledger:             MODACCRL                                                                                      Run Time  07:50:56
Fiscal Year:        2015
Period From: 1      To Period: 2

Fund:     000000244    General Checking/Rev Fund
______________________________________________________________________________________________________________________________________


ACCOUNT   ACCOUNT_TITLE                      BEGINNING BALANCE              DEBITS                 CREDITS                      ENDING BALANCE

1100000   Cash on Hand                      $           100.00    $           0.00    $            0.00          $            100.00
1101000   General Cash - CTS Accounts       $            75.00    $           0.00    $            0.00          $             75.00
1101200   Revolving Fund Cash               $       191,644.93    $      20,036.97    $       20,307.22          $        191,374.68
1109200   Pending Cash Transfers - AP       $             0.00    $      33,026.98    $       33,076.98          $            -50.00
1109300   Pending Cash Transfers - AR       $             0.00    $       7,267.21    $        7,267.21          $              0.00
1240000   Due From Other Funds              $             0.00    $           0.00    $            0.00          $              0.00
1301100   Expense Advances                  $         7,060.50    $      18,098.26    $       17,183.75          $          7,975.01
1301200   Travel Advances                   $         1,194.57    $           0.00    $          594.26          $            600.31
1301300   Salary Advances                   $             0.00    $       2,208.96    $        2,208.96          $              0.00
2000000   Accounts Payable                  $             0.00    $       6,466.22    $        6,466.22          $              0.00
2010000   Due to Other Funds - Current      $      -200,000.00    $           0.00    $            0.00          $        -200,000.00
2021000   Due to Local Governments          $             0.00    $      13,841.00    $       13,841.00          $              0.00
2090100   Uncleared Collections             $           -75.00    $           0.00    $            0.00          $            -75.00
                                            __________________    _________________   _________________          __________________
Total Fund:     000000244                   $             0.00    $     100,945.60    $      100,945.60          $              0.00
                                            __________________    _________________   _________________          __________________

                                                                  _________________   _________________
Total:                                                            $     100,945.60    $      100,945.60
                                                                  _________________   _________________
```



```
                                                    PeopleSoft GL
Report ID:  GLS7002                             GENERAL LEDGER ACTIVITY                    Page No.  1
Bus. Unit:  8860--Department of Finance                                                    Run Date 11/18/2015
Ledger:     MODACCRL  -- Modified Accrual Ledger                                           Run Time 07:55:27
For Fiscal Year 2015  Period   2 to   2
Fund: 000000244 to 000000244   Currency Code: USD

Cur  Journal Date Journal ID Seq Line Fund        Account                  Debit          Credit         Balance



USD  Beginning Balance:               000000244   1100000                                                 100.00
     Total Activity:                                                                                        0.00
     Ending Balance:                                                                                      100.00
----------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:               000000244   1101000                                                  75.00
     Total Activity:                                                                                        0.00
     Ending Balance:                                                                                       75.00
----------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:               000000244   1101200                                             194,284.69

     08/13/2015   CPP0024668     5                1101200                   0.00        2,126.25
     08/13/2015   CPP0024668     6                1101200                   0.00          632.50
     08/13/2015   CPP0024668     7                1101200                   0.00        1,765.00
     08/13/2015   CPP0024668     8                1101200                   0.00        2,372.28
     08/13/2015   CRD0026930     2                1101200               2,046.25            0.00
     08/14/2015   CPP0024959     4                1101200                   0.00          227.50
     08/14/2015   CPP0024959     5                1101200                   0.00          748.75
     08/14/2015   CPP0024959     6                1101200                   0.00        1,070.00
     08/24/2015   CPP0025909     1                1101200                   0.00          561.92
     08/24/2015   CPP0025909     2                1101200                   0.00          162.50
     08/24/2015   CPP0025909     3                1101200                   0.00           65.00
     08/24/2015   CPP0025909     4                1101200                   0.00           65.00
     08/24/2015   CPP0025909     5                1101200                   0.00          190.00
     08/25/2015   CPP0026357     5                1101200                   0.00           77.50
     08/25/2015   CPP0026357     6                1101200                   0.00           35.00
     08/25/2015   CPP0026357     7                1101200                   0.00           66.25
     08/25/2015   CPP0026357     8                1101200                   0.00          196.00
     08/25/2015   CRD0026931     2                1101200                 374.75            0.00
     08/26/2015   CPP0026628     8                1101200                   0.00           34.56
     08/31/2015   CPP0027191     17               1101200                 308.75            0.00
     08/31/2015   CPP0027191     18               1101200                  65.00            0.00
     08/31/2015   CPP0027191     23               1101200               2,090.00            0.00
     08/31/2015   CPP0027191     24               1101200                 260.00            0.00
     08/31/2015   CPP0027191     25               1101200                  45.00            0.00
     08/31/2015   CPP0027191     26               1101200                 367.50            0.00
     08/31/2015   CPP0027191     27               1101200               1,798.75            0.00
```


Favorites
Main Menu > Reporting Tools > Query > Query Manager
FI$Cal

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name — begins with: ZZ_AP_ACCT

Search Results

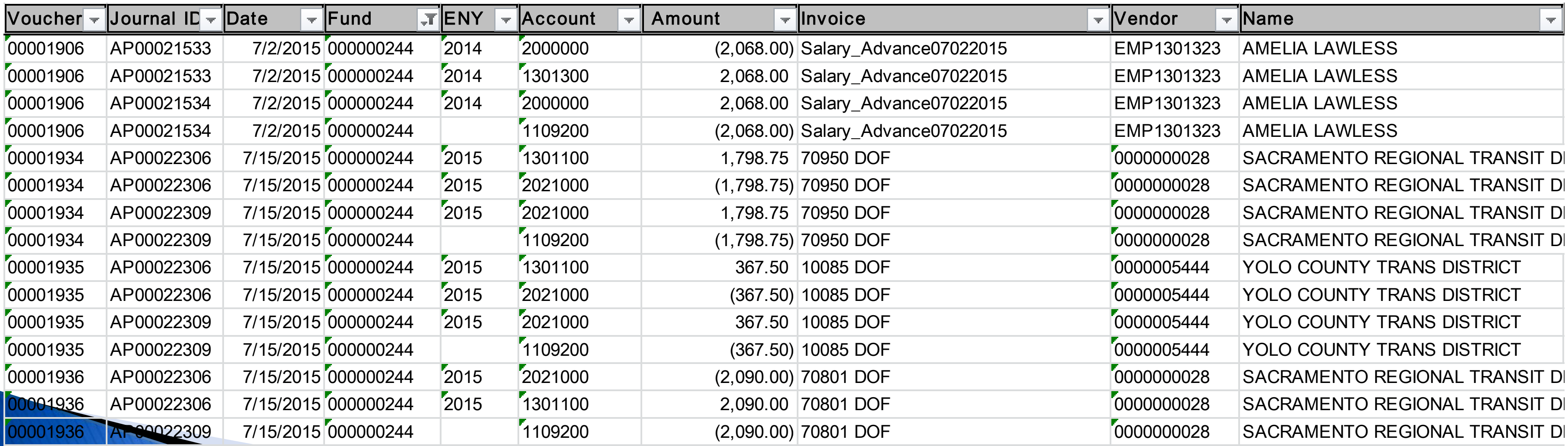
*Folder View: -- All Folders --

*Action: -- Choose --

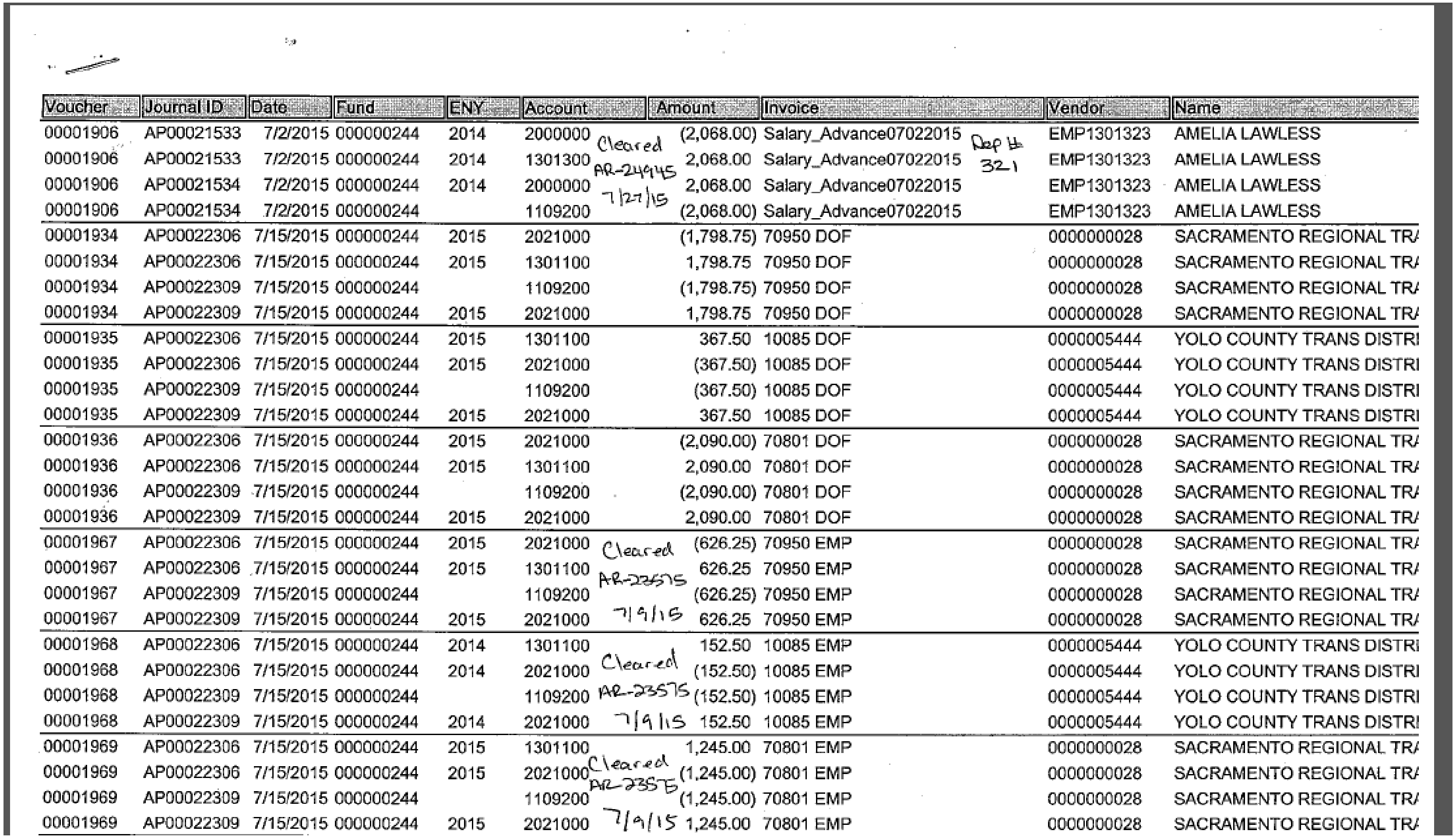
Go
Personalize | Find | View All |
First 1-3 of 3 Last

Query

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	ZZ_AP_ACCTENTRIES_NOTSENTTO_GL	Recon-APEntries_Not_Sent_To_GL	Public		Edit	HTML	Excel	XML	Schedule
☐	ZZ_AP_ACCT_ENTRIES_NOTSENTTOGL	AP_Acct_Entries_Not_Sent_To_GL	Public		Edit	HTML	Excel	XML	Schedule
☑	ZZ_AP_ACCT_ENTRIES_SENT_TO_GL	Recon-AP_AcctEntries_SentTo_GL	Public		Edit	HTML	Excel	XML	Schedule



Voucher	Journal ID	Date	Fund	ENY	Account	Amount	Invoice	Vendor	Name
00001906	AP00021533	7/2/2015	000000244	2014	2000000	(2,068.00)	Salary_Advance07022015	EMP1301323	AMELIA LAWLESS
00001906	AP00021533	7/2/2015	000000244	2014	1301300	2,068.00	Salary_Advance07022015	EMP1301323	AMELIA LAWLESS
00001906	AP00021534	7/2/2015	000000244	2014	2000000	2,068.00	Salary_Advance07022015	EMP1301323	AMELIA LAWLESS
00001906	AP00021534	7/2/2015	000000244		1109200	(2,068.00)	Salary_Advance07022015	EMP1301323	AMELIA LAWLESS
00001934	AP00022306	7/15/2015	000000244	2015	1301100	1,798.75	70950 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI
00001934	AP00022306	7/15/2015	000000244	2015	2021000	(1,798.75)	70950 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI
00001934	AP00022309	7/15/2015	000000244	2015	2021000	1,798.75	70950 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI
00001934	AP00022309	7/15/2015	000000244		1109200	(1,798.75)	70950 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI
00001935	AP00022306	7/15/2015	000000244	2015	1301100	367.50	10085 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00001935	AP00022306	7/15/2015	000000244	2015	2021000	(367.50)	10085 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00001935	AP00022309	7/15/2015	000000244	2015	2021000	367.50	10085 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00001935	AP00022309	7/15/2015	000000244		1109200	(367.50)	10085 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00001936	AP00022306	7/15/2015	000000244	2015	2021000	(2,090.00)	70801 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI
00001936	AP00022306	7/15/2015	000000244	2015	1301100	2,090.00	70801 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI
00001936	AP00022309	7/15/2015	000000244		1109200	(2,090.00)	70801 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DI



Voucher	Journal ID	Date	Fund	ENY	Account		Amount	Invoice		Vendor	Name
00001906	AP00021533	7/2/2015	000000244	2014	2000000	Cleared	(2,068.00)	Salary_Advance07022015	Dep #	EMP1301323	AMELIA LAWLESS
00001906	AP00021533	7/2/2015	000000244	2014	1301300	AR-24945	2,068.00	Salary_Advance07022015	321	EMP1301323	AMELIA LAWLESS
00001906	AP00021534	7/2/2015	000000244	2014	2000000	7/27/15	2,068.00	Salary_Advance07022015		EMP1301323	AMELIA LAWLESS
00001906	AP00021534	7/2/2015	000000244		1109200		(2,068.00)	Salary_Advance07022015		EMP1301323	AMELIA LAWLESS
00001934	AP00022306	7/15/2015	000000244	2015	2021000		(1,798.75)	70950 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001934	AP00022306	7/15/2015	000000244	2015	1301100		1,798.75	70950 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001934	AP00022309	7/15/2015	000000244		1109200		(1,798.75)	70950 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001934	AP00022309	7/15/2015	000000244	2015	2021000		1,798.75	70950 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001935	AP00022306	7/15/2015	000000244	2015	1301100		367.50	10085 DOF		0000005444	YOLO COUNTY TRANS DISTRI
00001935	AP00022306	7/15/2015	000000244	2015	2021000		(367.50)	10085 DOF		0000005444	YOLO COUNTY TRANS DISTRI
00001935	AP00022309	7/15/2015	000000244		1109200		(367.50)	10085 DOF		0000005444	YOLO COUNTY TRANS DISTRI
00001935	AP00022309	7/15/2015	000000244	2015	2021000		367.50	10085 DOF		0000005444	YOLO COUNTY TRANS DISTRI
00001936	AP00022306	7/15/2015	000000244	2015	2021000		(2,090.00)	70801 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001936	AP00022306	7/15/2015	000000244	2015	1301100		2,090.00	70801 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001936	AP00022309	7/15/2015	000000244		1109200		(2,090.00)	70801 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001936	AP00022309	7/15/2015	000000244	2015	2021000		2,090.00	70801 DOF		0000000028	SACRAMENTO REGIONAL TRA
00001967	AP00022306	7/15/2015	000000244	2015	2021000	Cleared	(626.25)	70950 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001967	AP00022306	7/15/2015	000000244	2015	1301100	AR-23575	626.25	70950 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001967	AP00022309	7/15/2015	000000244		1109200		(626.25)	70950 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001967	AP00022309	7/15/2015	000000244	2015	2021000	7/9/15	626.25	70950 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001968	AP00022306	7/15/2015	000000244	2014	1301100		152.50	10085 EMP		0000005444	YOLO COUNTY TRANS DISTRI
00001968	AP00022306	7/15/2015	000000244	2014	2021000	Cleared	(152.50)	10085 EMP		0000005444	YOLO COUNTY TRANS DISTRI
00001968	AP00022309	7/15/2015	000000244		1109200	AR-23575	(152.50)	10085 EMP		0000005444	YOLO COUNTY TRANS DISTRI
00001968	AP00022309	7/15/2015	000000244	2014	2021000	7/9/15	152.50	10085 EMP		0000005444	YOLO COUNTY TRANS DISTRI
00001969	AP00022306	7/15/2015	000000244	2015	1301100		1,245.00	70801 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001969	AP00022306	7/15/2015	000000244	2015	2021000	Cleared	(1,245.00)	70801 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001969	AP00022309	7/15/2015	000000244		1109200	AR-23575	(1,245.00)	70801 EMP		0000000028	SACRAMENTO REGIONAL TRA
00001969	AP00022309	7/15/2015	000000244	2015	2021000	7/9/15	1,245.00	70801 EMP		0000000028	SACRAMENTO REGIONAL TRA

ORF Reconciliation

Supplemental Material for this segment:

1. ORF Reconciliation – Journal Entries
2. ORF Reconciliation – List of Reports
3. ORF Reconciliation - Tips

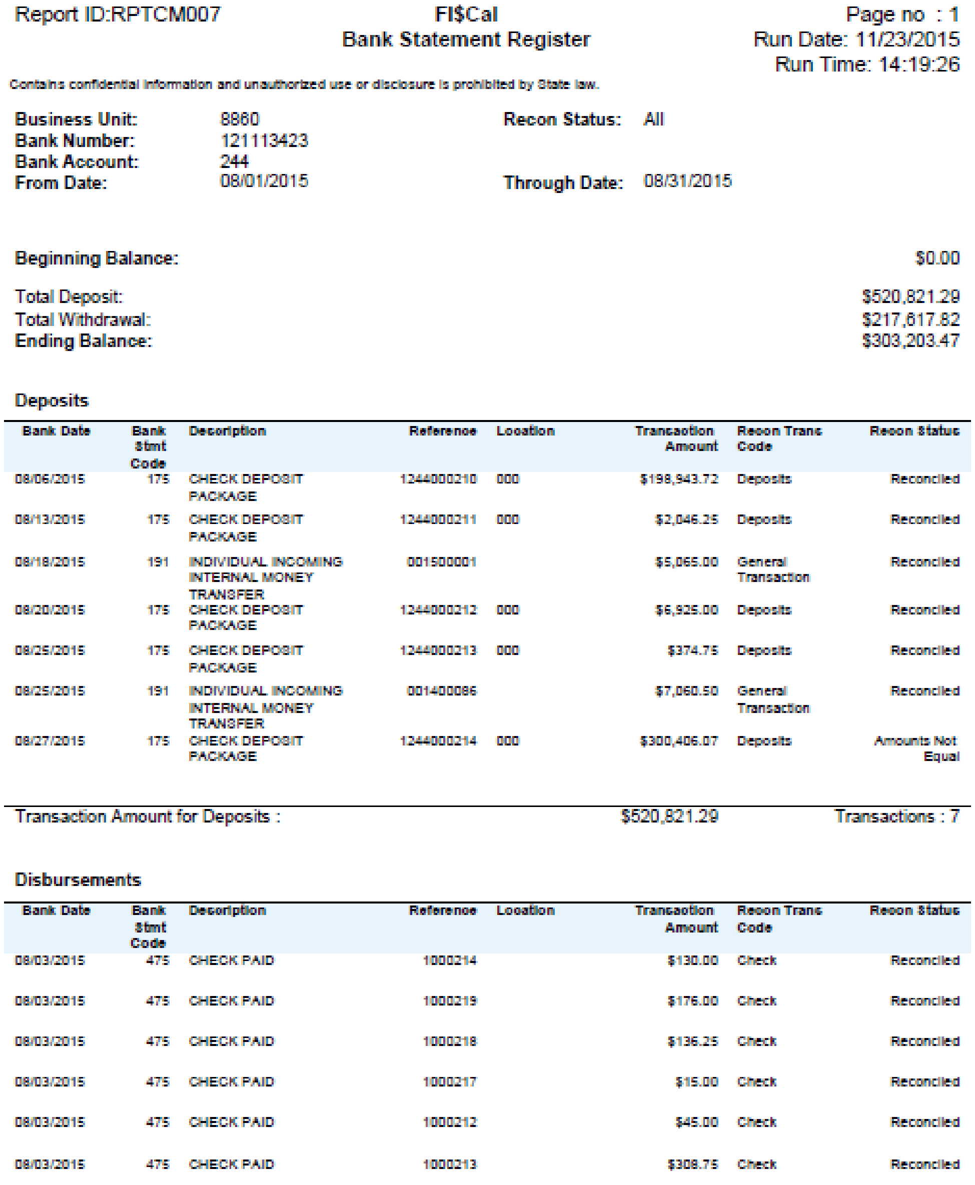
Bank Reconciliation

Bank Reconciliation

This segment will cover:

- Reports
- Reconciliation
    - Use of department manual logs
- Common problems for both ORF and Bank Reconciliation
- Overview of tips for both ORF and Bank Reconciliation

Bank Statement Register (Job Aid FI$Cal.154)



Report ID:RPTCM007

FI$Cal
Bank Statement Register

Page no : 1
Run Date: 11/23/2015
Run Time: 14:19:26

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit: 8860
Bank Number: 121113423
Bank Account: 244
From Date: 08/01/2015
Recon Status: All
Through Date: 08/31/2015

Beginning Balance:	$0.00
Total Deposit:	$520,821.29
Total Withdrawal:	$217,617.82
Ending Balance:	$303,203.47

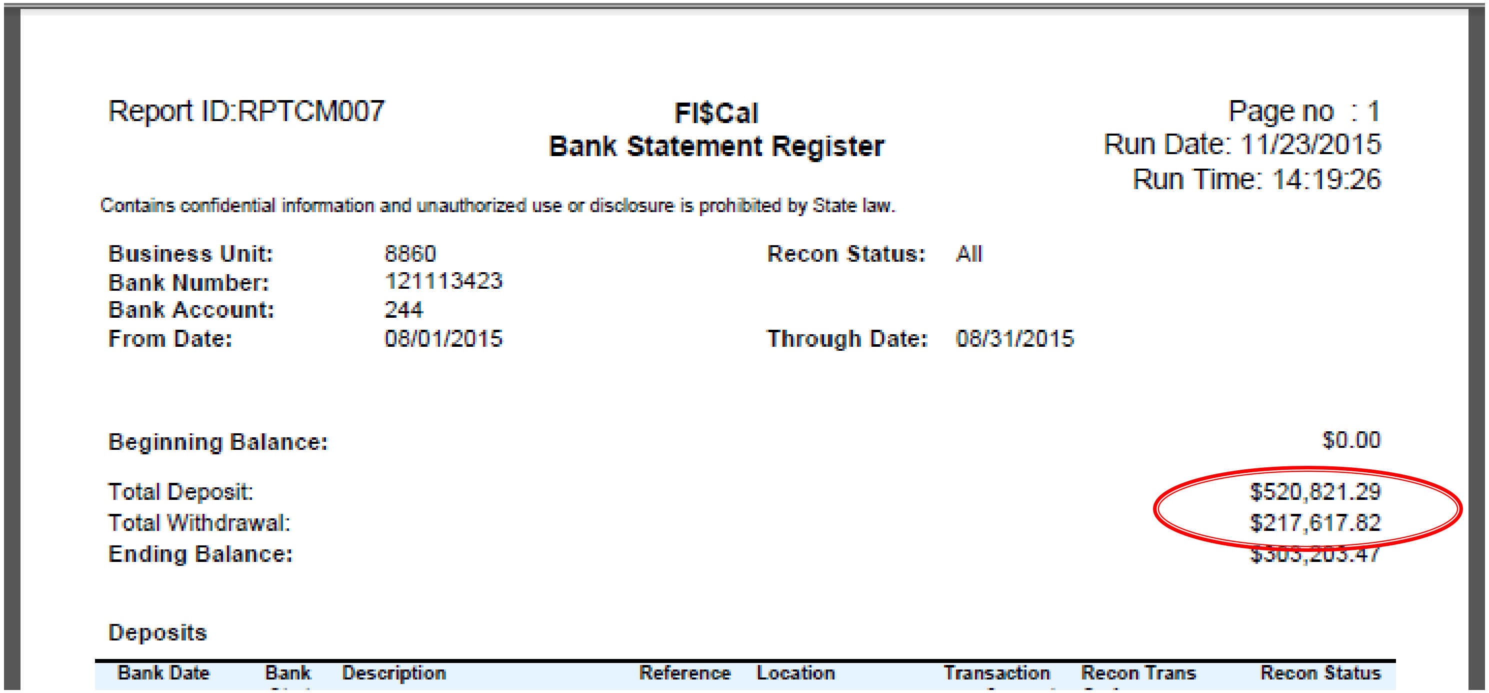
Deposits

Bank Date	Bank Stmt Code	Description	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
08/06/2015	175	CHECK DEPOSIT PACKAGE	1244000210	000	$198,943.72	Deposits	Reconciled
08/13/2015	175	CHECK DEPOSIT PACKAGE	1244000211	000	$2,046.25	Deposits	Reconciled
08/18/2015	191	INDIVIDUAL INCOMING INTERNAL MONEY TRANSFER	001500001		$5,065.00	General Transaction	Reconciled
08/20/2015	175	CHECK DEPOSIT PACKAGE	1244000212	000	$6,925.00	Deposits	Reconciled
08/25/2015	175	CHECK DEPOSIT PACKAGE	1244000213	000	$374.75	Deposits	Reconciled
08/25/2015	191	INDIVIDUAL INCOMING INTERNAL MONEY TRANSFER	001400086		$7,060.50	General Transaction	Reconciled
08/27/2015	175	CHECK DEPOSIT PACKAGE	1244000214	000	$300,406.07	Deposits	Amounts Not Equal

Transaction Amount for Deposits : $520,821.29 Transactions : 7

Disbursements

Bank Date	Bank Stmt Code	Description	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
08/03/2015	475	CHECK PAID	1000214		$130.00	Check	Reconciled
08/03/2015	475	CHECK PAID	1000219		$176.00	Check	Reconciled
08/03/2015	475	CHECK PAID	1000218		$136.25	Check	Reconciled
08/03/2015	475	CHECK PAID	1000217		$15.00	Check	Reconciled
08/03/2015	475	CHECK PAID	1000212		$45.00	Check	Reconciled
08/03/2015	475	CHECK PAID	1000213		$308.75	Check	Reconciled



Report ID:RPTCM007

FI$Cal
Bank Statement Register

Page no : 1
Run Date: 11/23/2015
Run Time: 14:19:26

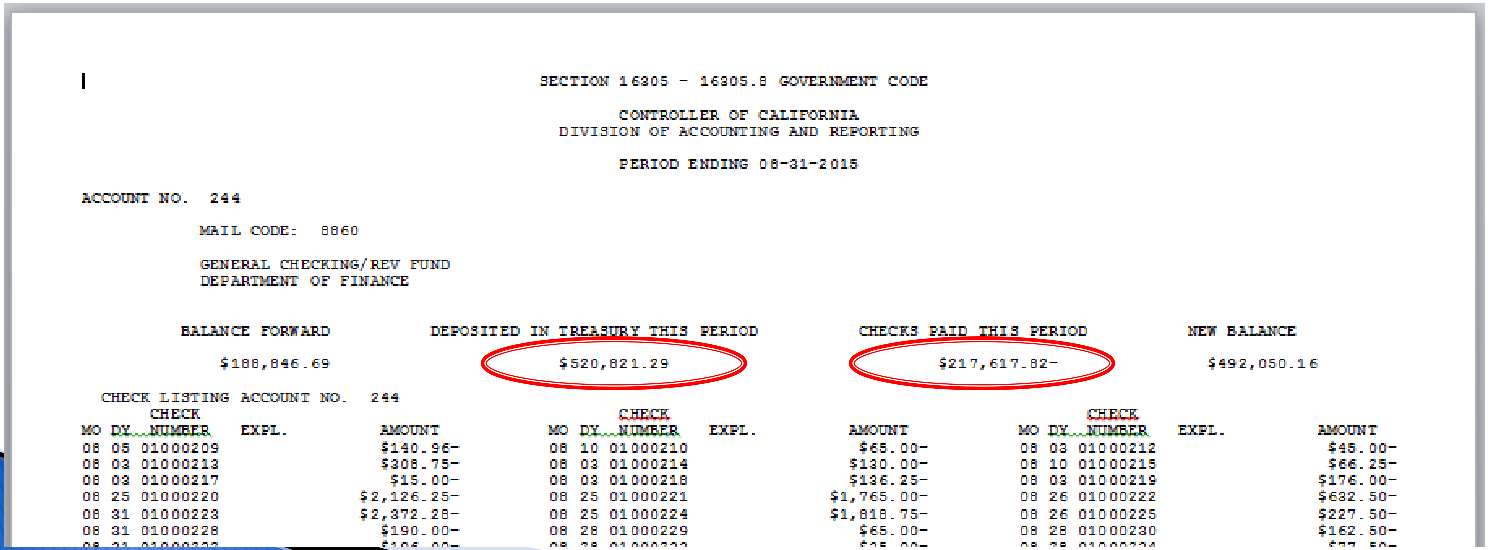
Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	**Recon Status:**	All
Bank Number:	121113423		
Bank Account:	244		
From Date:	08/01/2015	**Through Date:**	08/31/2015

Beginning Balance:	$0.00
Total Deposit:	$520,821.29
Total Withdrawal:	$217,617.82
Ending Balance:	$303,203.47

Deposits

Bank Date	Bank	Description	Reference	Location	Transaction	Recon Trans	Recon Status



SECTION 16305 - 16305.8 GOVERNMENT CODE

CONTROLLER OF CALIFORNIA
DIVISION OF ACCOUNTING AND REPORTING

PERIOD ENDING 08-31-2015

ACCOUNT NO. 244

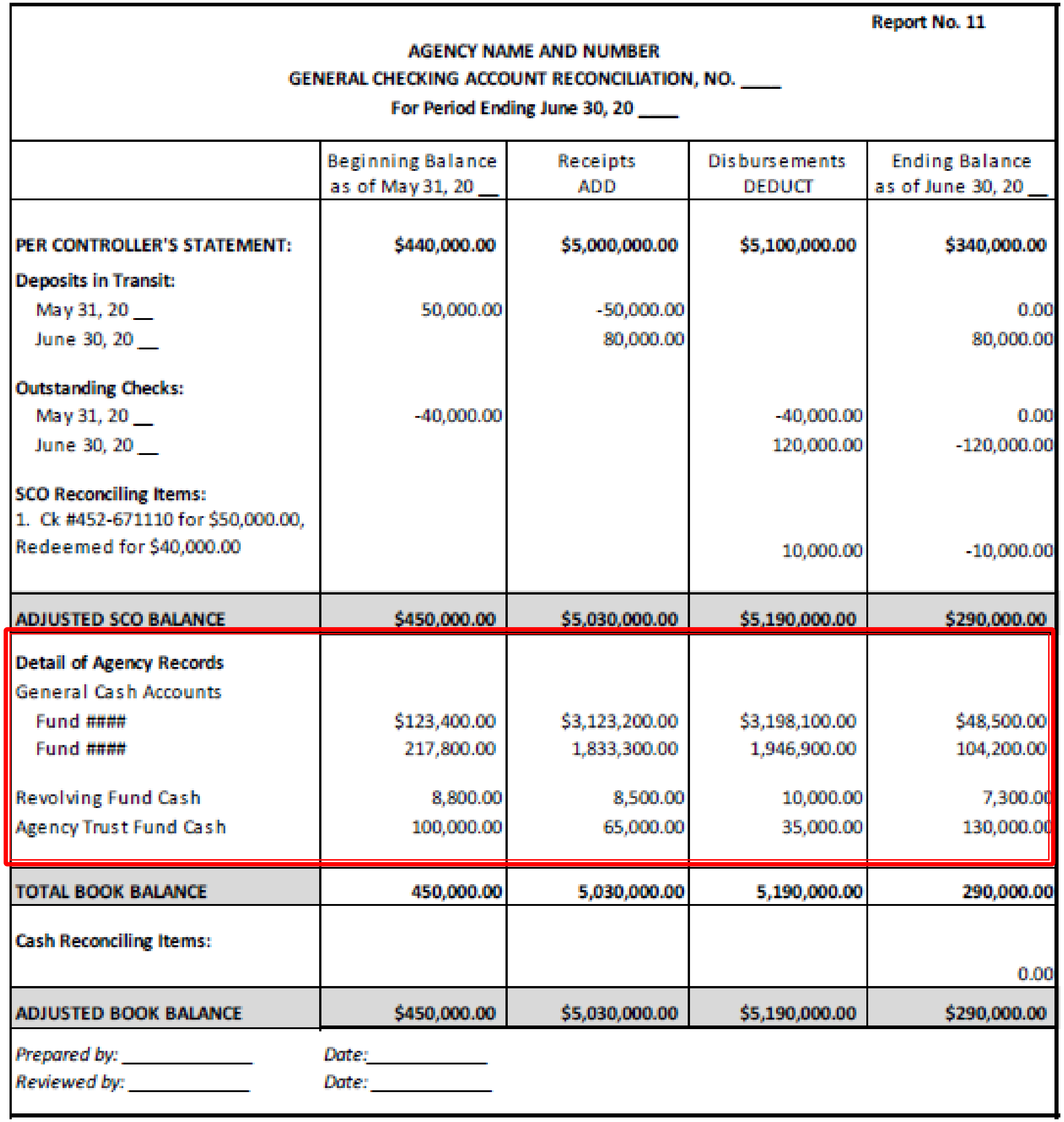
MAIL CODE: 8860

GENERAL CHECKING/REV FUND
DEPARTMENT OF FINANCE

BALANCE FORWARD	DEPOSITED IN TREASURY THIS PERIOD	CHECKS PAID THIS PERIOD	NEW BALANCE
$188,846.69	$520,821.29	$217,617.82-	$492,050.16

CHECK LISTING ACCOUNT NO. 244

MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT
08	05	01000209		$140.96-	08	10	01000210		$65.00-	08	03	01000212		$45.00-
08	03	01000213		$308.75-	08	03	01000214		$130.00-	08	10	01000215		$66.25-
08	03	01000217		$15.00-	08	03	01000218		$136.25-	08	03	01000219		$176.00-
08	25	01000220		$2,126.25-	08	25	01000221		$1,765.00-	08	26	01000222		$632.50-
08	31	01000223		$2,372.28-	08	25	01000224		$1,818.75-	08	26	01000225		$227.50-
08	31	01000228		$190.00-	08	28	01000229		$65.00-	08	28	01000230		$162.50-

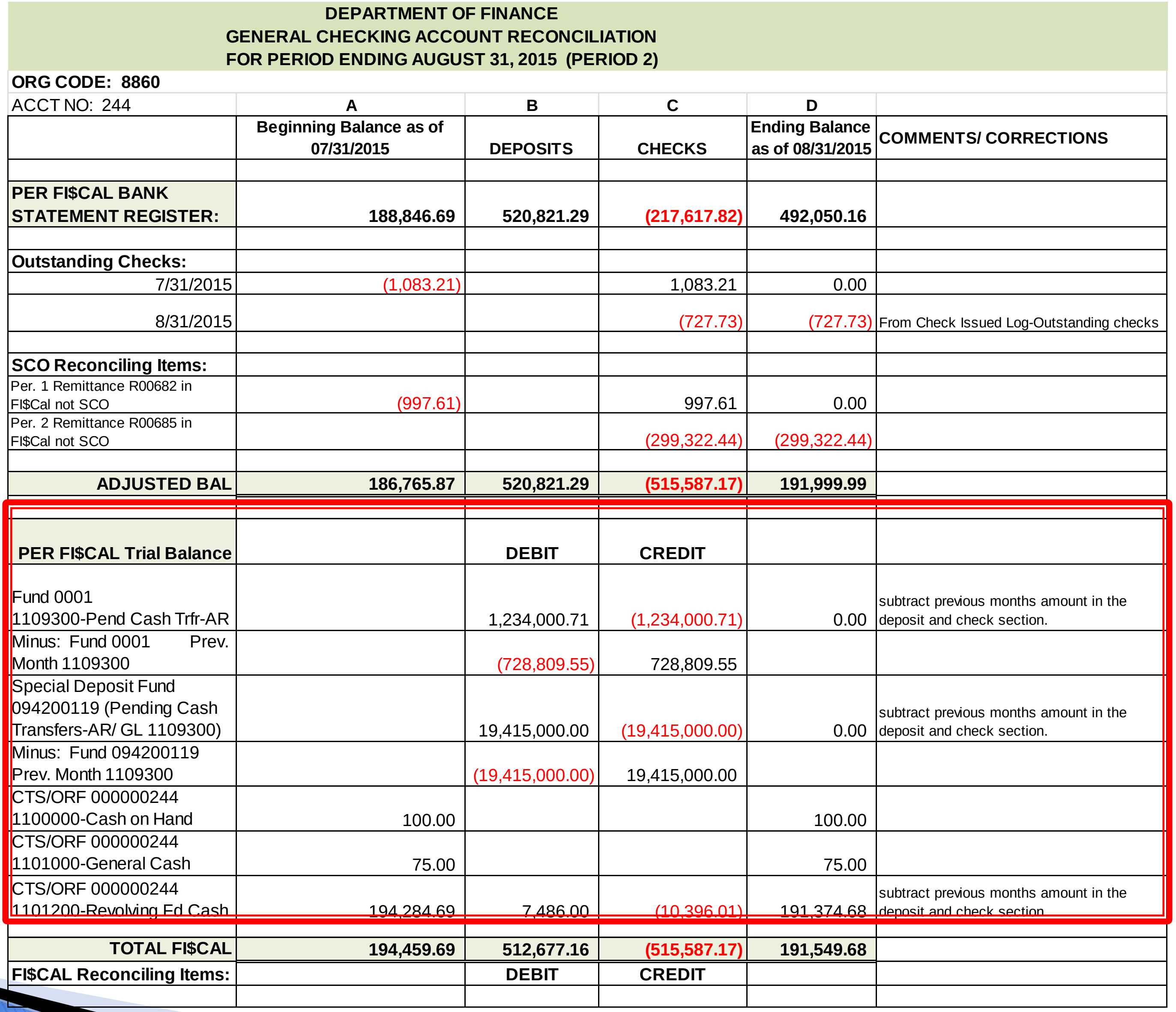


Report No. 11

AGENCY NAME AND NUMBER
GENERAL CHECKING ACCOUNT RECONCILIATION, NO. ____
For Period Ending June 30, 20 ____

	Beginning Balance as of May 31, 20 __	Receipts ADD	Disbursements DEDUCT	Ending Balance as of June 30, 20 __
PER CONTROLLER'S STATEMENT:	**$440,000.00**	**$5,000,000.00**	**$5,100,000.00**	**$340,000.00**
Deposits in Transit:				
May 31, 20 __	50,000.00	-50,000.00		0.00
June 30, 20 __		80,000.00		80,000.00
Outstanding Checks:				
May 31, 20 __	-40,000.00		-40,000.00	0.00
June 30, 20 __			120,000.00	-120,000.00
SCO Reconciling Items:				
1. Ck #452-671110 for $50,000.00, Redeemed for $40,000.00			10,000.00	-10,000.00
ADJUSTED SCO BALANCE	**$450,000.00**	**$5,030,000.00**	**$5,190,000.00**	**$290,000.00**
Detail of Agency Records				
General Cash Accounts				
Fund ####	$123,400.00	$3,123,200.00	$3,198,100.00	$48,500.00
Fund ####	217,800.00	1,833,300.00	1,946,900.00	104,200.00
Revolving Fund Cash	8,800.00	8,500.00	10,000.00	7,300.00
Agency Trust Fund Cash	100,000.00	65,000.00	35,000.00	130,000.00
TOTAL BOOK BALANCE	**450,000.00**	**5,030,000.00**	**5,190,000.00**	**290,000.00**
Cash Reconciling Items:				0.00
ADJUSTED BOOK BALANCE	**$450,000.00**	**$5,030,000.00**	**$5,190,000.00**	**$290,000.00**

Prepared by: ____________ *Date:* ____________
Reviewed by: ____________ *Date:* ____________



DEPARTMENT OF FINANCE
GENERAL CHECKING ACCOUNT RECONCILIATION
FOR PERIOD ENDING AUGUST 31, 2015 (PERIOD 2)

ORG CODE: 8860

ACCT NO: 244	A	B	C	D	
	Beginning Balance as of 07/31/2015	**DEPOSITS**	**CHECKS**	**Ending Balance as of 08/31/2015**	**COMMENTS/ CORRECTIONS**
PER FI$CAL BANK STATEMENT REGISTER:	**188,846.69**	**520,821.29**	**(217,617.82)**	**492,050.16**	
Outstanding Checks:					
7/31/2015	(1,083.21)		1,083.21	0.00	
8/31/2015			(727.73)	(727.73)	From Check Issued Log-Outstanding checks
SCO Reconciling Items:					
Per. 1 Remittance R00682 in FI$Cal not SCO	(997.61)		997.61	0.00	
Per. 2 Remittance R00685 in FI$Cal not SCO			(299,322.44)	(299,322.44)	
ADJUSTED BAL	**186,765.87**	**520,821.29**	**(515,587.17)**	**191,999.99**	
PER FI$CAL Trial Balance		**DEBIT**	**CREDIT**		
Fund 0001 1109300-Pend Cash Trfr-AR		1,234,000.71	(1,234,000.71)	0.00	subtract previous months amount in the deposit and check section.
Minus: Fund 0001 Prev. Month 1109300		(728,809.55)	728,809.55		
Special Deposit Fund 094200119 (Pending Cash Transfers-AR/ GL 1109300)		19,415,000.00	(19,415,000.00)	0.00	subtract previous months amount in the deposit and check section.
Minus: Fund 094200119 Prev. Month 1109300		(19,415,000.00)	19,415,000.00		
CTS/ORF 000000244 1100000-Cash on Hand	100.00			100.00	
CTS/ORF 000000244 1101000-General Cash	75.00			75.00	
CTS/ORF 000000244 1101200-Revolving Fd Cash	194,284.69	7,486.00	(10,396.01)	191,374.68	subtract previous months amount in the deposit and check section.
TOTAL FI$CAL	**194,459.69**	**512,677.16**	**(515,587.17)**	**191,549.68**	
FI$CAL Reconciling Items:		**DEBIT**	**CREDIT**		

Bank Reconciliation General Ledger Accounts

Deposits and Remittances through the AR Module post to Account:

1109300-Pending Cash Transfer-AR

Checks issued and ORF Replenishments post to Account:

1101200-Revolving Fund Cash

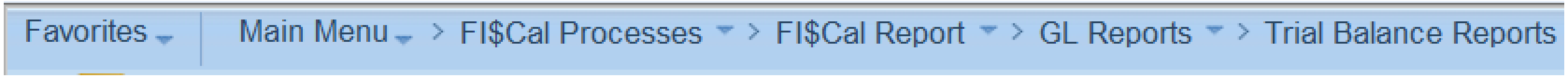
Change Funds post to Account:

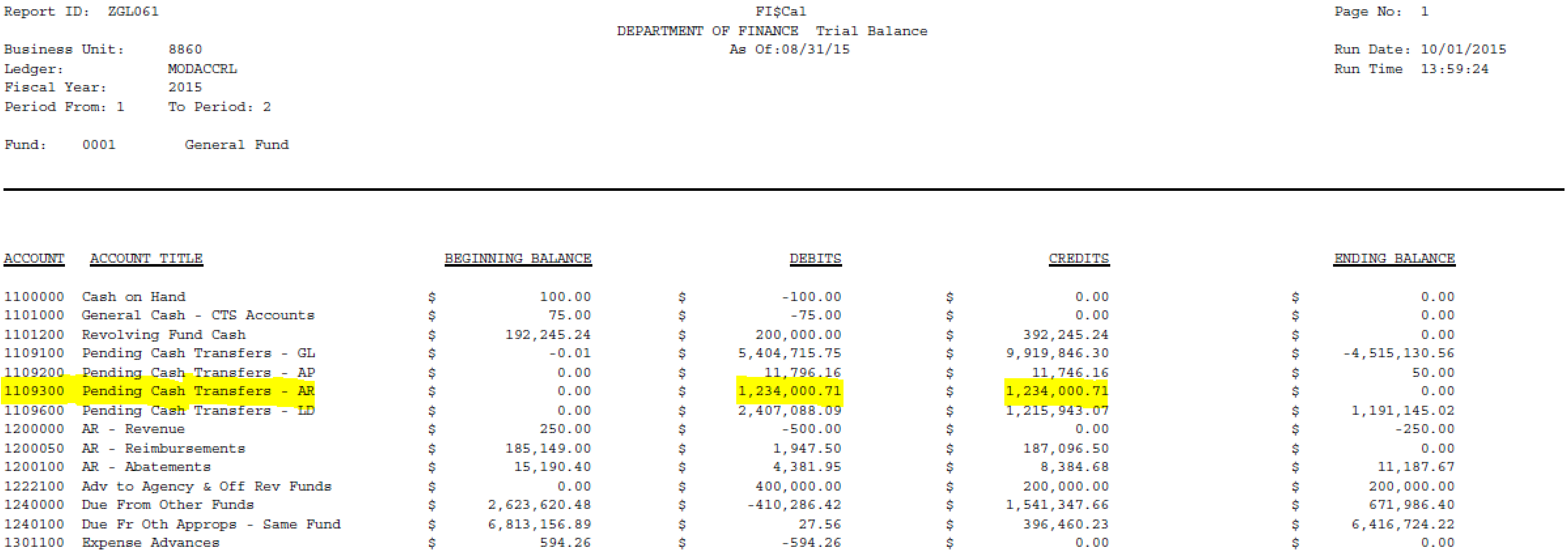
1100000-Cash on Hand

Uncleared or Advance Collections post to Account:

1101000-General Cash

Run your Trial Balance Report for each fund receiving deposits and your CTS fund to obtain the balances in each account.



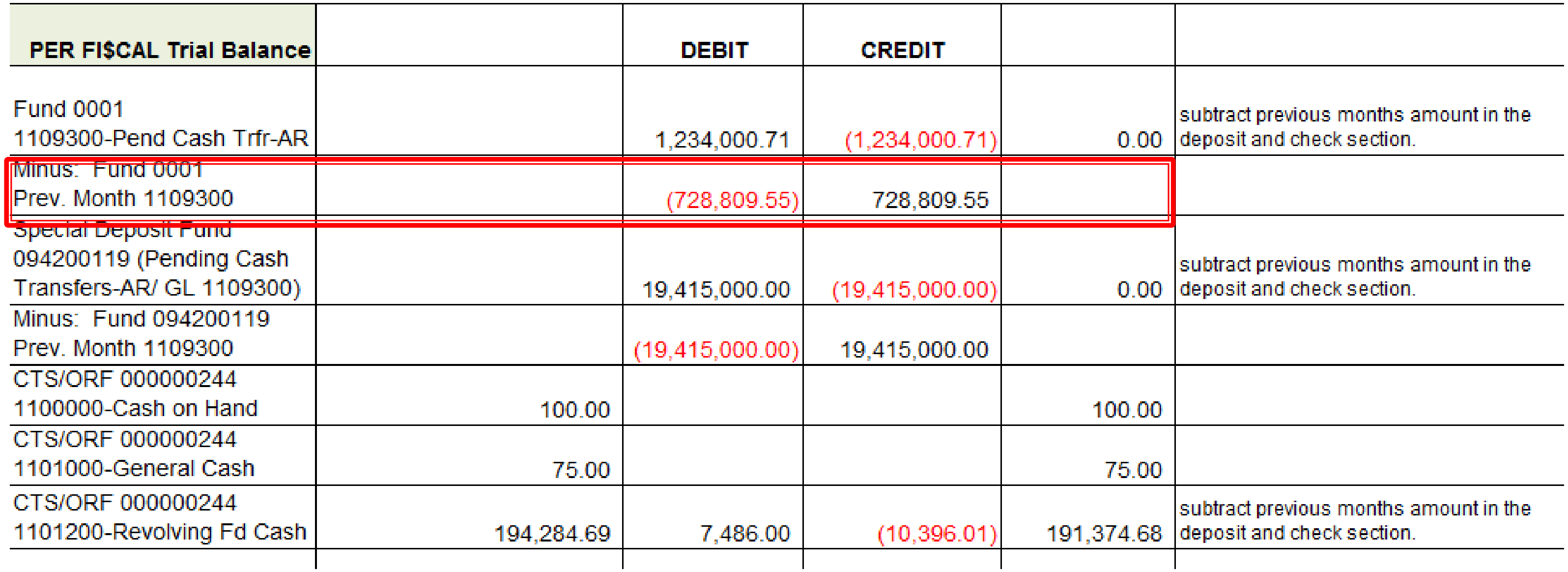


Report ID: ZGL061
FI$Cal
DEPARTMENT OF FINANCE Trial Balance
As Of:08/31/15
Page No: 1

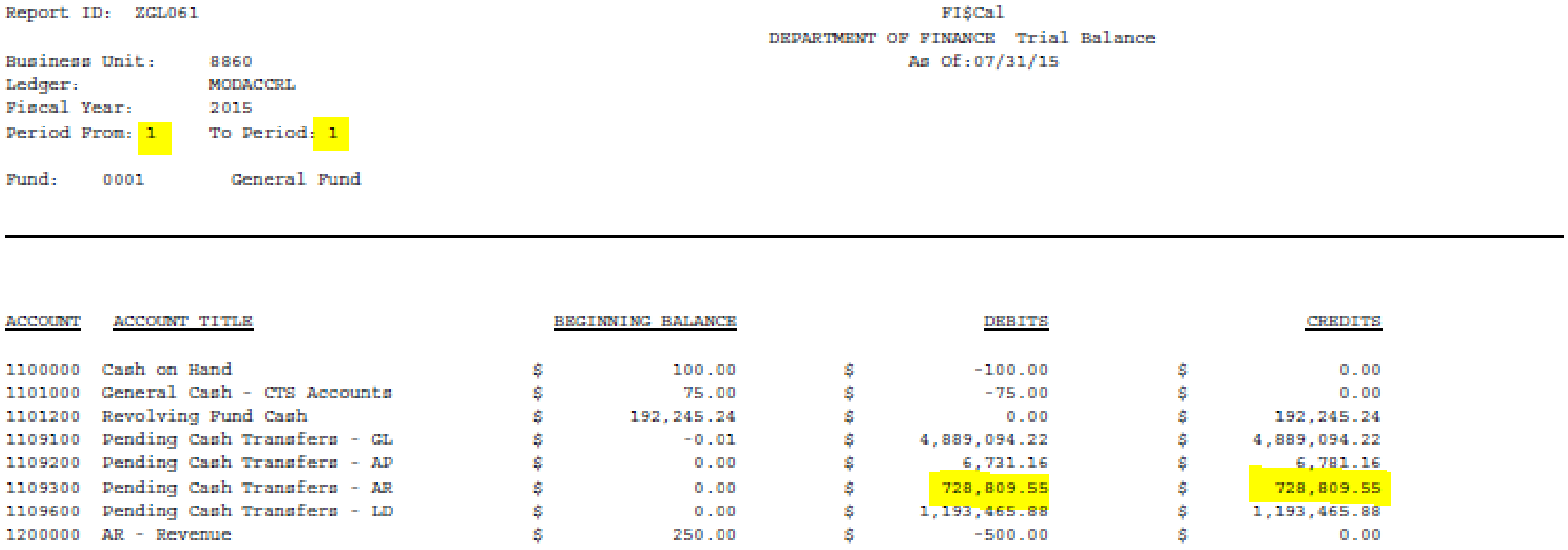
Business Unit: 8860
Ledger: MODACCRL
Fiscal Year: 2015
Period From: 1 To Period: 2
Run Date: 10/01/2015
Run Time 13:59:24

Fund: 0001 General Fund

ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$ 100.00	$ -100.00	$ 0.00	$ 0.00
1101000	General Cash - CTS Accounts	$ 75.00	$ -75.00	$ 0.00	$ 0.00
1101200	Revolving Fund Cash	$ 192,245.24	$ 200,000.00	$ 392,245.24	$ 0.00
1109100	Pending Cash Transfers - GL	$ -0.01	$ 5,404,715.75	$ 9,919,846.30	$ -4,515,130.56
1109200	Pending Cash Transfers - AP	$ 0.00	$ 11,796.16	$ 11,746.16	$ 50.00
1109300	Pending Cash Transfers - AR	$ 0.00	$ 1,234,000.71	$ 1,234,000.71	$ 0.00
1109600	Pending Cash Transfers - LD	$ 0.00	$ 2,407,088.09	$ 1,215,943.07	$ 1,191,145.02
1200000	AR - Revenue	$ 250.00	$ -500.00	$ 0.00	$ -250.00
1200050	AR - Reimbursements	$ 185,149.00	$ 1,947.50	$ 187,096.50	$ 0.00
1200100	AR - Abatements	$ 15,190.40	$ 4,381.95	$ 8,384.68	$ 11,187.67
1222100	Adv to Agency & Off Rev Funds	$ 0.00	$ 400,000.00	$ 200,000.00	$ 200,000.00
1240000	Due From Other Funds	$ 2,623,620.48	$ -410,286.42	$ 1,541,347.66	$ 671,986.40
1240100	Due Fr Oth Approps - Same Fund	$ 6,813,156.89	$ 27.56	$ 396,460.23	$ 6,416,724.22
1301100	Expense Advances	$ 594.26	$ -594.26	$ 0.00	$ 0.00



PER FI$CAL Trial Balance		DEBIT	CREDIT		
Fund 0001 1109300-Pend Cash Trfr-AR		1,234,000.71	(1,234,000.71)	0.00	subtract previous months amount in the deposit and check section.
Minus: Fund 0001 Prev. Month 1109300		(728,809.55)	728,809.55		
Special Deposit Fund 094200119 (Pending Cash Transfers-AR/ GL 1109300)		19,415,000.00	(19,415,000.00)	0.00	subtract previous months amount in the deposit and check section.
Minus: Fund 094200119 Prev. Month 1109300		(19,415,000.00)	19,415,000.00		
CTS/ORF 000000244 1100000-Cash on Hand	100.00			100.00	
CTS/ORF 000000244 1101000-General Cash	75.00			75.00	
CTS/ORF 000000244 1101200-Revolving Fd Cash	194,284.69	7,486.00	(10,396.01)	191,374.68	subtract previous months amount in the deposit and check section.



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Report ID:  ZGL061                                                    FI$Cal
                                                         DEPARTMENT OF FINANCE  Trial Balance
                                                                  As Of:07/31/15
Business Unit:      8860
Ledger:             MODACCRL
Fiscal Year:        2015
Period From:  1     To Period:  1

Fund:      0001         General Fund

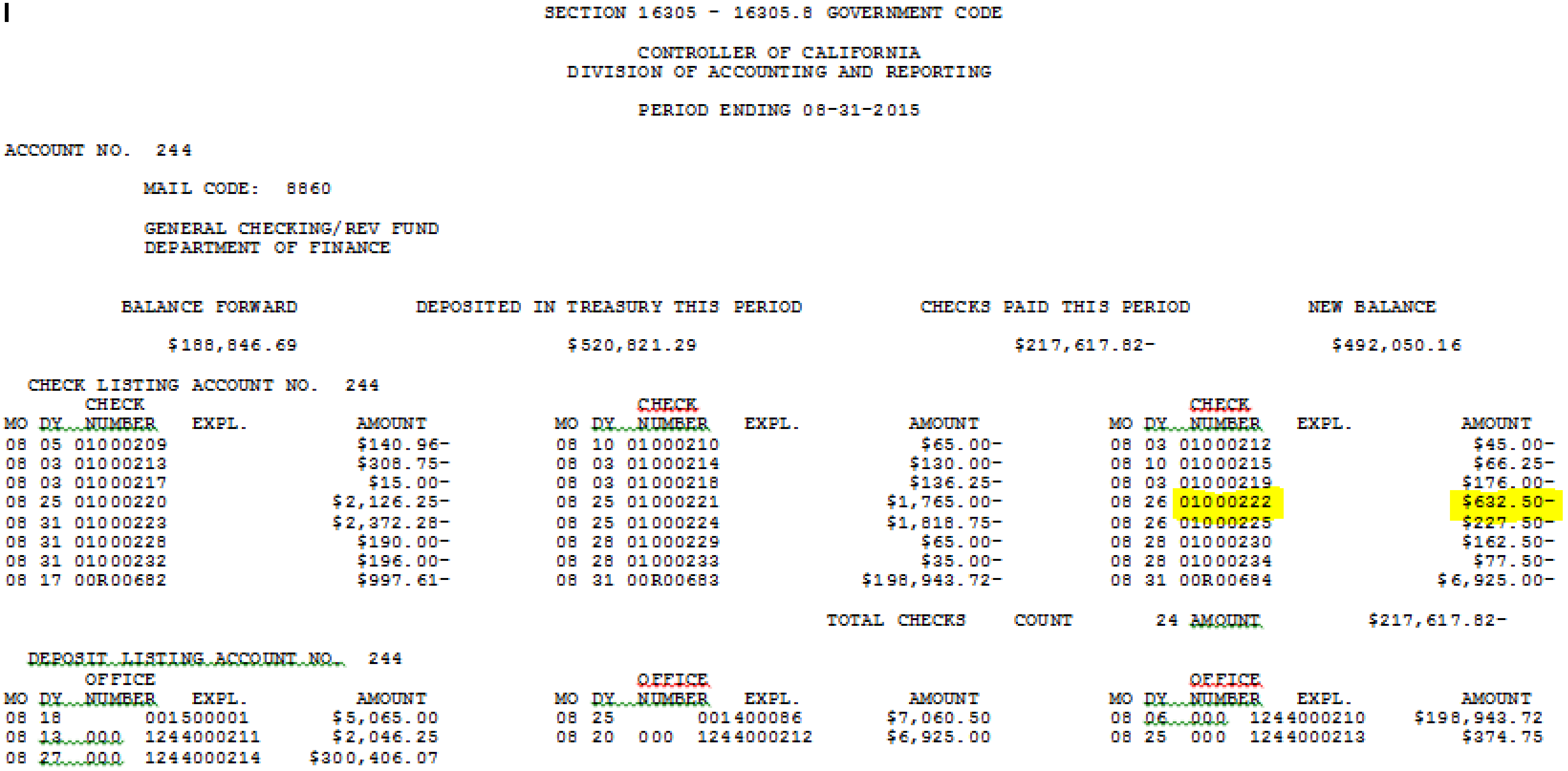
ACCOUNT   ACCOUNT TITLE                          BEGINNING BALANCE                 DEBITS                      CREDITS

1100000   Cash on Hand                    $            100.00      $          -100.00      $              0.00
1101000   General Cash - CTS Accounts     $             75.00      $           -75.00      $              0.00
1101200   Revolving Fund Cash             $        192,245.24      $             0.00      $        192,245.24
1109100   Pending Cash Transfers - GL     $             -0.01      $     4,889,094.22      $      4,889,094.22
1109200   Pending Cash Transfers - AP     $              0.00      $         6,731.16      $          6,781.16
1109300   Pending Cash Transfers - AR     $              0.00      $       728,809.55      $        728,809.55
1109600   Pending Cash Transfers - LD     $              0.00      $     1,193,465.88      $      1,193,465.88
1200000   AR - Revenue                    $            250.00      $          -500.00      $              0.00
```

DEPARTMENT OF FINANCE
GENERAL CHECKING ACCOUNT RECONCILIATION
FOR PERIOD ENDING AUGUST 31, 2015 (PERIOD 2)

ORG CODE: 8860

ACCT NO: 244	A	B	C	D	
	Beginning Balance as of 07/31/2015	**DEPOSITS**	**CHECKS**	**Ending Balance as of 08/31/2015**	**COMMENTS/ CORRECTIONS**
PER FI$CAL BANK STATEMENT REGISTER:	**188,846.69**	**520,821.29**	**(217,617.82)**	**492,050.16**	
Outstanding Checks:					
7/31/2015	(1,083.21)		1,083.21	0.00	
8/31/2015			(727.73)	(727.73)	From Check Issued Log-Outstanding checks
SCO Reconciling Items:					
Per. 1 Remittance R00682 in FI$Cal not SCO	(997.61)		997.61	0.00	
Per. 2 Remittance R00685 in FI$Cal not SCO			(299,322.44)	(299,322.44)	
ADJUSTED BAL	**186,765.87**	**520,821.29**	**(515,587.17)**	**191,999.99**	



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                              SECTION 16305 - 16305.8 GOVERNMENT CODE

                                    CONTROLLER OF CALIFORNIA
                               DIVISION OF ACCOUNTING AND REPORTING

                                     PERIOD ENDING 08-31-2015

ACCOUNT NO.  244

       MAIL CODE:  8860

       GENERAL CHECKING/REV FUND
       DEPARTMENT OF FINANCE

      BALANCE FORWARD       DEPOSITED IN TREASURY THIS PERIOD       CHECKS PAID THIS PERIOD       NEW BALANCE

        $188,846.69                 $520,821.29                          $217,617.82-             $492,050.16

 CHECK LISTING ACCOUNT NO.  244
    CHECK                                           CHECK                                              CHECK
MO DY  NUMBER  EXPL.         AMOUNT      MO DY  NUMBER  EXPL.           AMOUNT      MO DY  NUMBER  EXPL.          AMOUNT
08 05 01000209              $140.96-     08 10 01000210                 $65.00-     08 03 01000212                $45.00-
08 03 01000213              $308.75-     08 03 01000214                $130.00-     08 10 01000215                $66.25-
08 03 01000217               $15.00-     08 03 01000218                $136.25-     08 03 01000219               $176.00-
08 25 01000220            $2,126.25-     08 25 01000221              $1,765.00-     08 26 01000222               $632.50-
08 31 01000223            $2,372.28-     08 25 01000224              $1,818.75-     08 26 01000225               $227.50-
08 31 01000228              $190.00-     08 28 01000229                 $65.00-     08 28 01000230               $162.50-
08 31 01000232              $196.00-     08 28 01000233                 $35.00-     08 28 01000234                $77.50-
08 17 00R00682              $997.61-     08 31 00R00683            $198,943.72-     08 31 00R00684             $6,925.00-

                                                        TOTAL CHECKS    COUNT       24 AMOUNT        $217,617.82-

 DEPOSIT LISTING ACCOUNT NO.  244
    OFFICE                                          OFFICE                                             OFFICE
MO DY  NUMBER  EXPL.         AMOUNT      MO DY  NUMBER  EXPL.           AMOUNT      MO DY  NUMBER  EXPL.          AMOUNT
08 18        001500001    $5,065.00      08 25        001400086      $7,060.50      08 06  000  1244000210   $198,943.72
08 13  000  1244000211    $2,046.25      08 20  000  1244000212      $6,925.00      08 25  000  1244000213       $374.75
08 27  000  1244000214  $300,406.07

                                                        TOTAL DEPOSITS  COUNT        7 AMOUNT        $520,821.29
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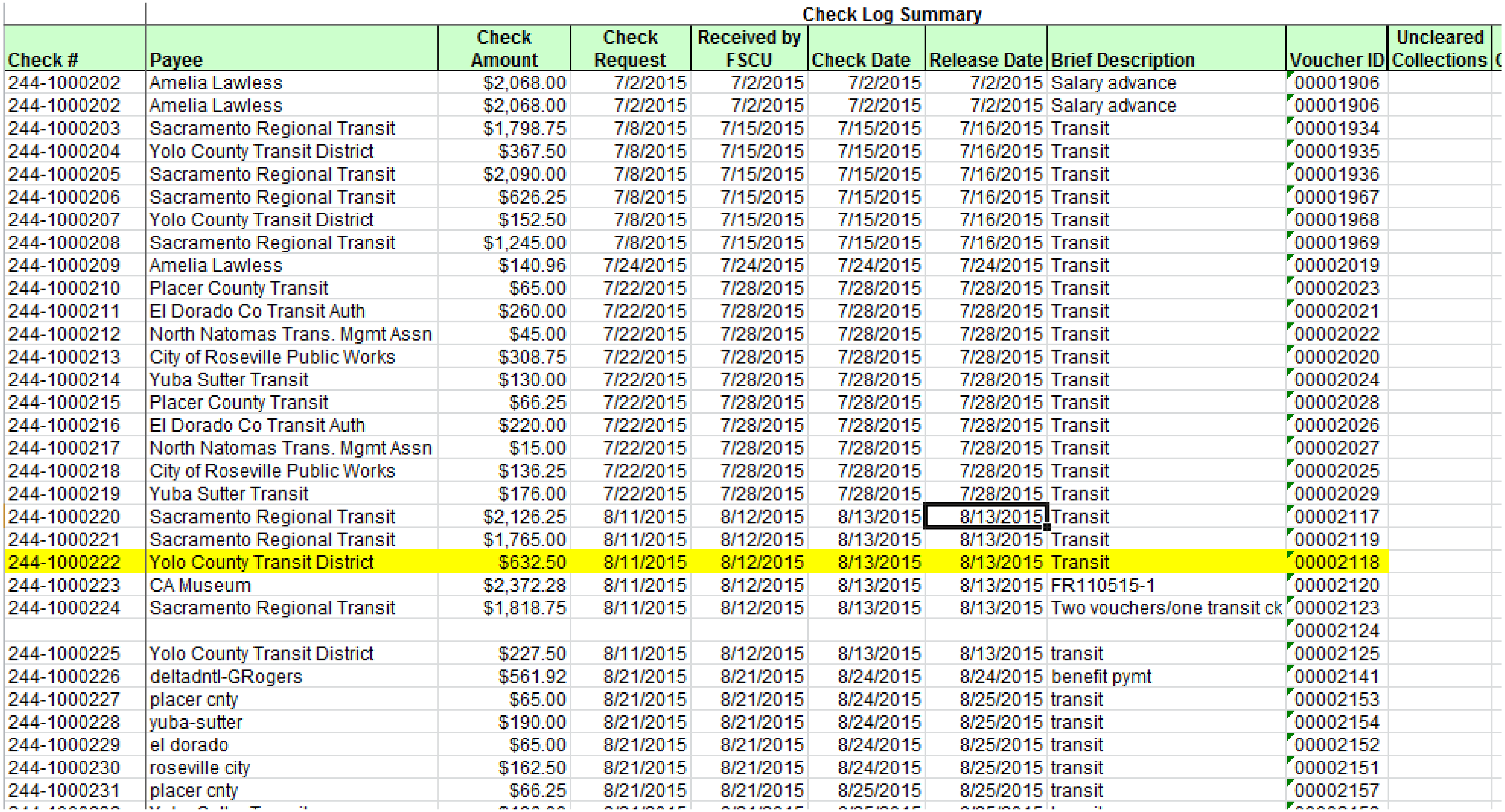
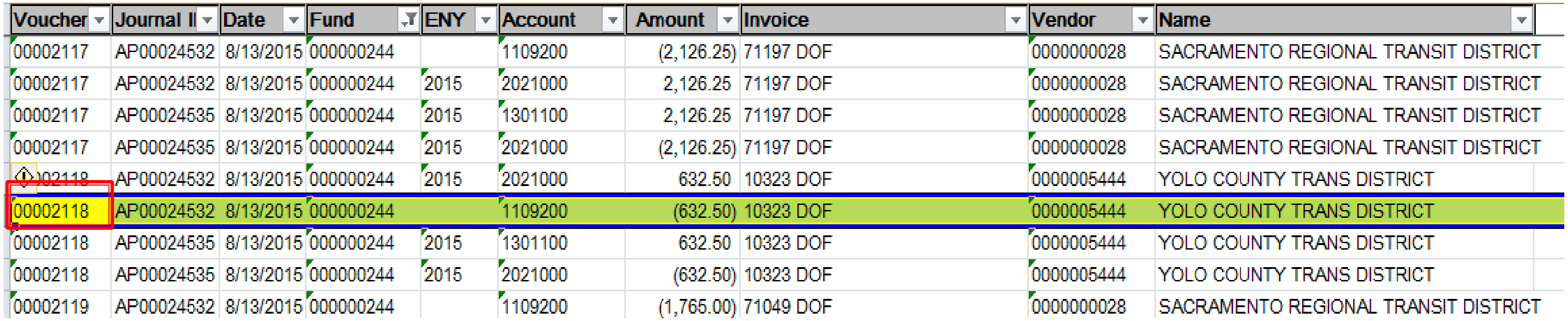


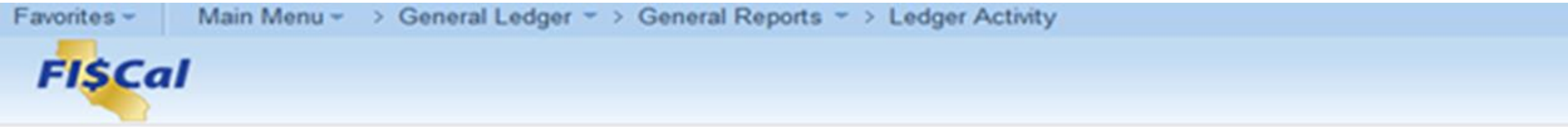
Check Log Summary

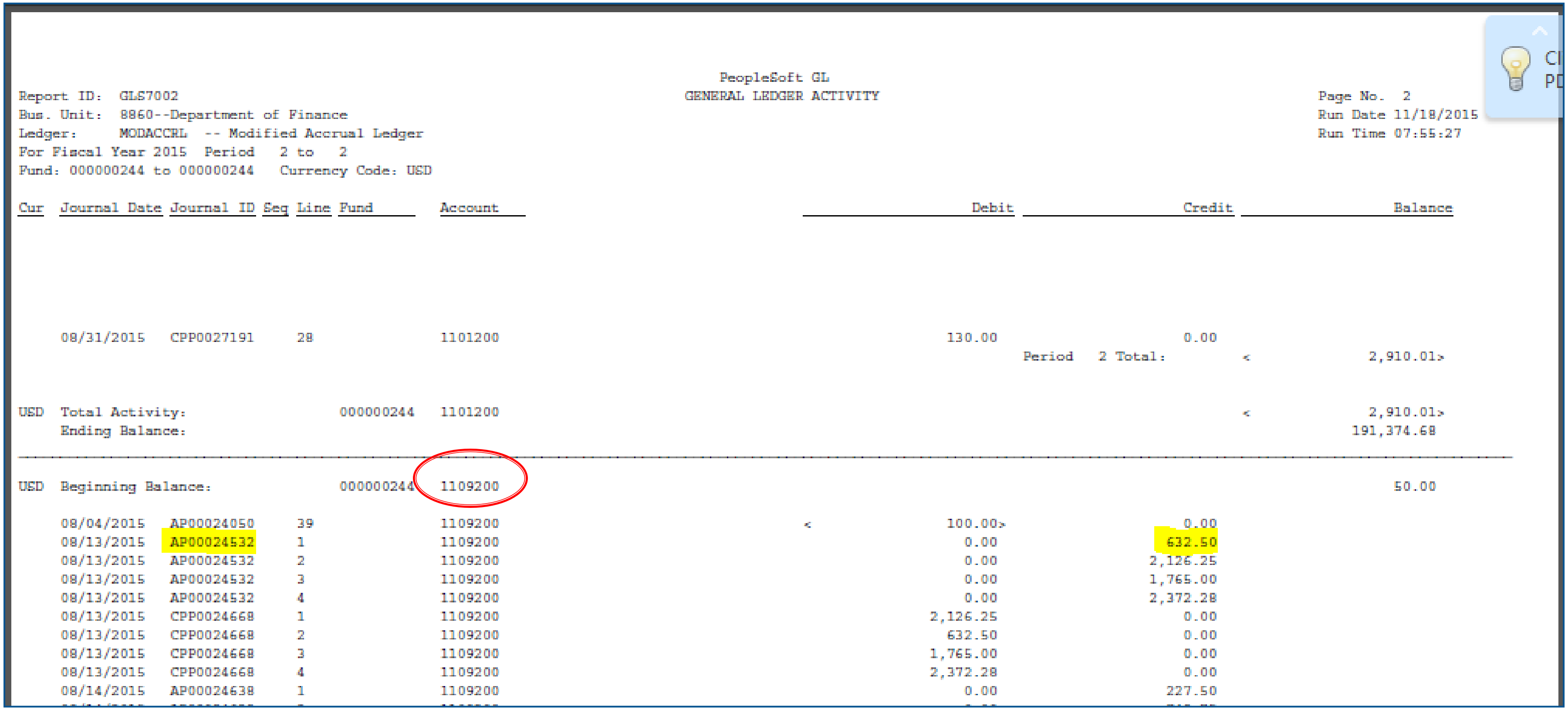
Check #	Payee	Check Amount	Check Request	Received by FSCU	Check Date	Release Date	Brief Description	Voucher ID	Uncleared Collections
244-1000202	Amelia Lawless	$2,068.00	7/2/2015	7/2/2015	7/2/2015	7/2/2015	Salary advance	00001906	
244-1000202	Amelia Lawless	$2,068.00	7/2/2015	7/2/2015	7/2/2015	7/2/2015	Salary advance	00001906	
244-1000203	Sacramento Regional Transit	$1,798.75	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001934	
244-1000204	Yolo County Transit District	$367.50	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001935	
244-1000205	Sacramento Regional Transit	$2,090.00	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001936	
244-1000206	Sacramento Regional Transit	$626.25	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001967	
244-1000207	Yolo County Transit District	$152.50	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001968	
244-1000208	Sacramento Regional Transit	$1,245.00	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001969	
244-1000209	Amelia Lawless	$140.96	7/24/2015	7/24/2015	7/24/2015	7/24/2015	Transit	00002019	
244-1000210	Placer County Transit	$65.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002023	
244-1000211	El Dorado Co Transit Auth	$260.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002021	
244-1000212	North Natomas Trans. Mgmt Assn	$45.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002022	
244-1000213	City of Roseville Public Works	$308.75	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002020	
244-1000214	Yuba Sutter Transit	$130.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002024	
244-1000215	Placer County Transit	$66.25	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002028	
244-1000216	El Dorado Co Transit Auth	$220.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002026	
244-1000217	North Natomas Trans. Mgmt Assn	$15.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002027	
244-1000218	City of Roseville Public Works	$136.25	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002025	
244-1000219	Yuba Sutter Transit	$176.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002029	
244-1000220	Sacramento Regional Transit	$2,126.25	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Transit	00002117	
244-1000221	Sacramento Regional Transit	$1,765.00	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Transit	00002119	
244-1000222	Yolo County Transit District	$632.50	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Transit	00002118	
244-1000223	CA Museum	$2,372.28	8/11/2015	8/12/2015	8/13/2015	8/13/2015	FR110515-1	00002120	
244-1000224	Sacramento Regional Transit	$1,818.75	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Two vouchers/one transit ck	00002123	
								00002124	
244-1000225	Yolo County Transit District	$227.50	8/11/2015	8/12/2015	8/13/2015	8/13/2015	transit	00002125	
244-1000226	deltadntl-GRogers	$561.92	8/21/2015	8/21/2015	8/24/2015	8/24/2015	benefit pymt	00002141	
244-1000227	placer cnty	$65.00	8/21/2015	8/21/2015	8/24/2015	8/25/2015	transit	00002153	
244-1000228	yuba-sutter	$190.00	8/21/2015	8/21/2015	8/24/2015	8/25/2015	transit	00002154	
244-1000229	el dorado	$65.00	8/21/2015	8/21/2015	8/24/2015	8/25/2015	transit	00002152	
244-1000230	roseville city	$162.50	8/21/2015	8/21/2015	8/24/2015	8/25/2015	transit	00002151	
244-1000231	placer cnty	$66.25	8/21/2015	8/21/2015	8/25/2015	8/25/2015	transit	00002157	

ZZ_AP_ACCT_ENTRIES_SENT_TO_GL



Voucher	Journal I	Date	Fund	ENY	Account	Amount	Invoice	Vendor	Name
00002117	AP00024532	8/13/2015	000000244		1109200	(2,126.25)	71197 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT
00002117	AP00024532	8/13/2015	000000244	2015	2021000	2,126.25	71197 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT
00002117	AP00024535	8/13/2015	000000244	2015	1301100	2,126.25	71197 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT
00002117	AP00024535	8/13/2015	000000244	2015	2021000	(2,126.25)	71197 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT
02118	AP00024532	8/13/2015	000000244	2015	2021000	632.50	10323 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00002118	AP00024532	8/13/2015	000000244		1109200	(632.50)	10323 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00002118	AP00024535	8/13/2015	000000244	2015	1301100	632.50	10323 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00002118	AP00024535	8/13/2015	000000244	2015	2021000	(632.50)	10323 DOF	0000005444	YOLO COUNTY TRANS DISTRICT
00002119	AP00024532	8/13/2015	000000244		1109200	(1,765.00)	71049 DOF	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT





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                                                                                   PeopleSoft GL
Report ID:  GLS7002                                                            GENERAL LEDGER ACTIVITY                                                   Page No.  2
Bus. Unit:  8860--Department of Finance                                                                                                                  Run Date 11/18/2015
Ledger:     MODACCRL  -- Modified Accrual Ledger                                                                                                         Run Time 07:55:27
For Fiscal Year 2015  Period   2 to   2
Fund: 000000244 to 000000244   Currency Code: USD

Cur  Journal Date Journal ID Seq Line Fund        Account                                                        Debit                   Credit                   Balance




     08/31/2015   CPP0027191    28                1101200                                                     130.00                      0.00
                                                                                                                       Period   2 Total:         <             2,910.01>


USD  Total Activity:                  000000244   1101200                                                                                        <             2,910.01>
     Ending Balance:                                                                                                                                          191,374.68
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:               000000244   1109200                                                                                                          50.00

     08/04/2015   AP00024050    39                1109200                                    <               100.00>                     0.00
     08/13/2015   AP00024532     1                1109200                                                       0.00                   632.50
     08/13/2015   AP00024532     2                1109200                                                       0.00                 2,126.25
     08/13/2015   AP00024532     3                1109200                                                       0.00                 1,765.00
     08/13/2015   AP00024532     4                1109200                                                       0.00                 2,372.28
     08/13/2015   CPP0024668     1                1109200                                                   2,126.25                      0.00
     08/13/2015   CPP0024668     2                1109200                                                     632.50                      0.00
     08/13/2015   CPP0024668     3                1109200                                                   1,765.00                      0.00
     08/13/2015   CPP0024668     4                1109200                                                   2,372.28                      0.00
     08/14/2015   AP00024638     1                1109200                                                       0.00                   227.50
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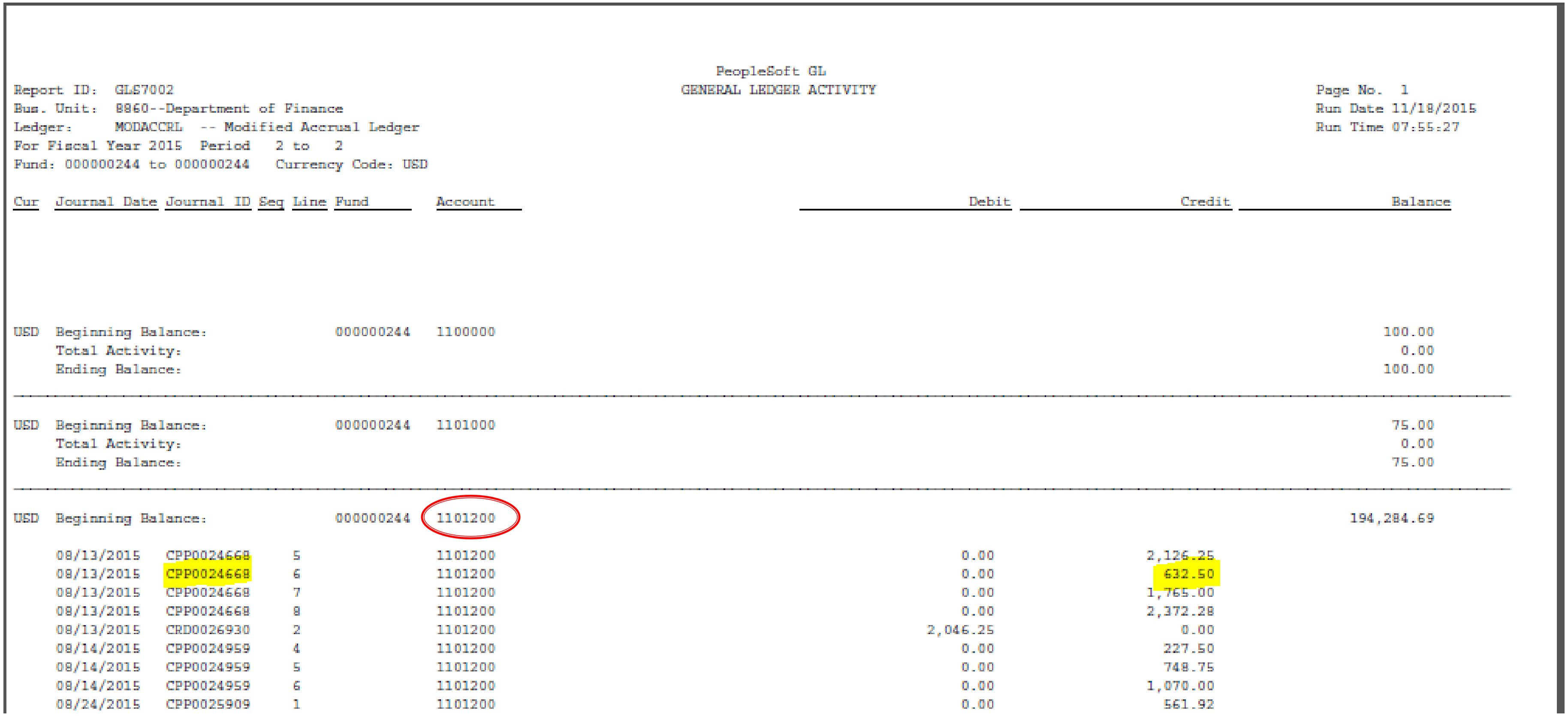

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                                                                                   PeopleSoft GL
Report ID:  GLS7002                                                            GENERAL LEDGER ACTIVITY                                                    Page No.  1
Bus. Unit:  8860--Department of Finance                                                                                                                   Run Date 11/18/2015
Ledger:     MODACCRL  -- Modified Accrual Ledger                                                                                                          Run Time 07:55:27
For Fiscal Year 2015  Period   2 to   2
Fund: 000000244 to 000000244   Currency Code: USD

Cur  Journal Date Journal ID Seq Line Fund        Account                                                        Debit                    Credit                   Balance




USD  Beginning Balance:               000000244   1100000                                                                                                         100.00
     Total Activity:                                                                                                                                                0.00
     Ending Balance:                                                                                                                                              100.00
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
USD  Beginning Balance:               000000244   1101000                                                                                                          75.00
     Total Activity:                                                                                                                                                0.00
     Ending Balance:                                                                                                                                               75.00
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
USD  Beginning Balance:               000000244   1101200                                                                                                     194,284.69

     08/13/2015   CPP0024668     5                1101200                                                         0.00                  2,126.25
     08/13/2015   CPP0024668     6                1101200                                                         0.00                    632.50
     08/13/2015   CPP0024668     7                1101200                                                         0.00                  1,765.00
     08/13/2015   CPP0024668     8                1101200                                                         0.00                  2,372.28
     08/13/2015   CRD0026930     2                1101200                                                     2,046.25                      0.00
     08/14/2015   CPP0024959     4                1101200                                                         0.00                    227.50
     08/14/2015   CPP0024959     5                1101200                                                         0.00                    748.75
     08/14/2015   CPP0024959     6                1101200                                                         0.00                  1,070.00
     08/24/2015   CPP0025909     1                1101200                                                         0.00                    561.92
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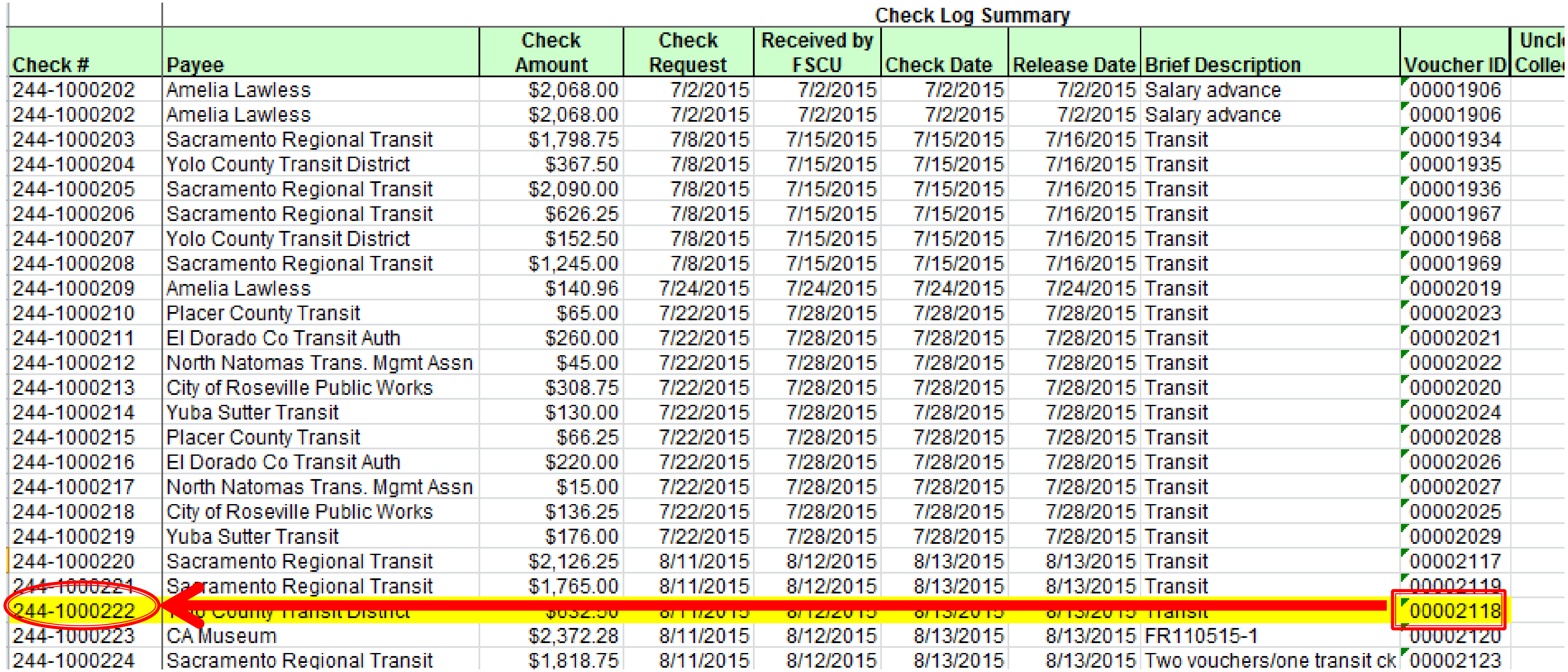
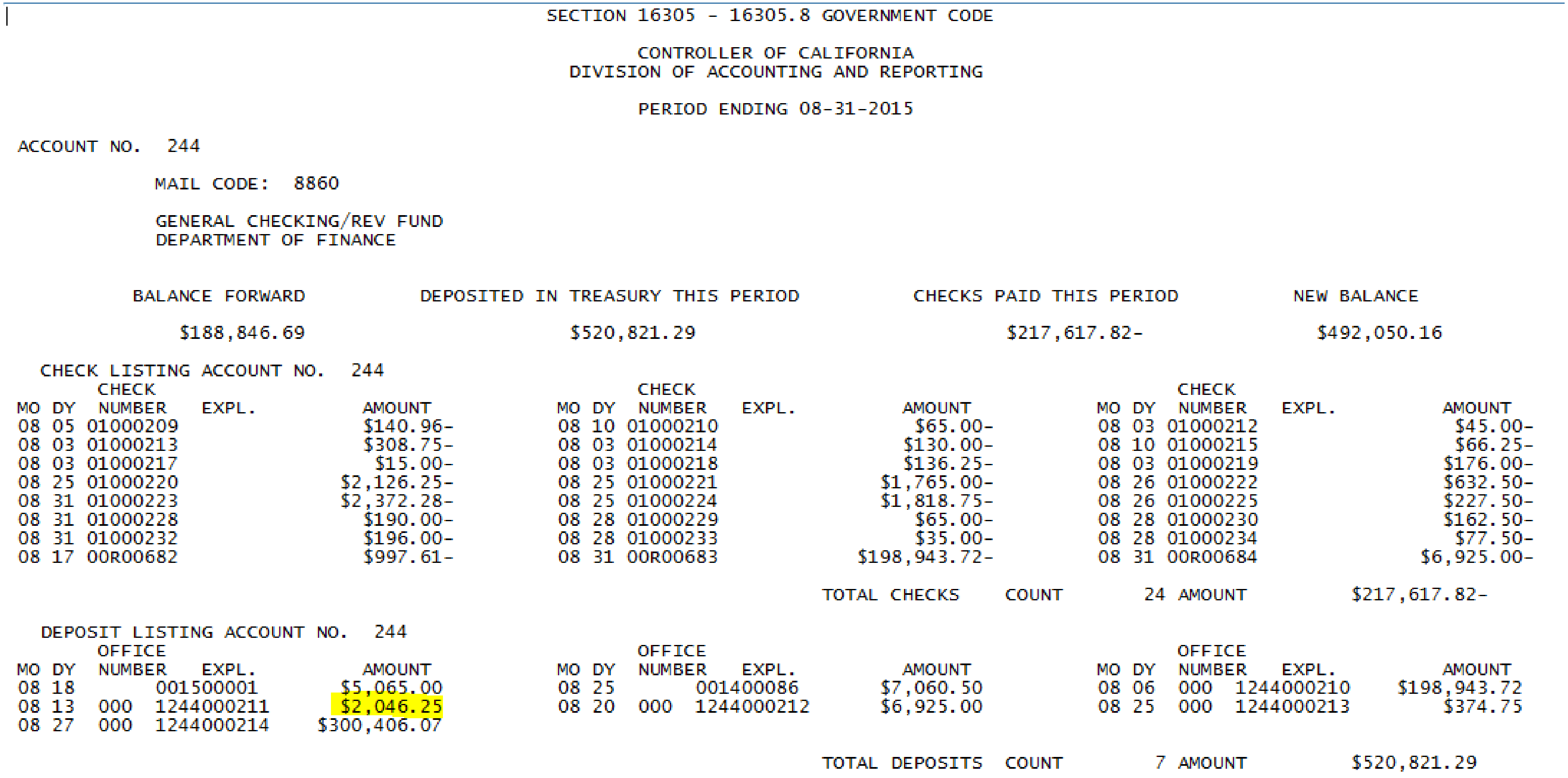


Check Log Summary

Check #	Payee	Check Amount	Check Request	Received by FSCU	Check Date	Release Date	Brief Description	Voucher ID	Uncl Colle
244-1000202	Amelia Lawless	$2,068.00	7/2/2015	7/2/2015	7/2/2015	7/2/2015	Salary advance	00001906	
244-1000202	Amelia Lawless	$2,068.00	7/2/2015	7/2/2015	7/2/2015	7/2/2015	Salary advance	00001906	
244-1000203	Sacramento Regional Transit	$1,798.75	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001934	
244-1000204	Yolo County Transit District	$367.50	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001935	
244-1000205	Sacramento Regional Transit	$2,090.00	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001936	
244-1000206	Sacramento Regional Transit	$626.25	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001967	
244-1000207	Yolo County Transit District	$152.50	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001968	
244-1000208	Sacramento Regional Transit	$1,245.00	7/8/2015	7/15/2015	7/15/2015	7/16/2015	Transit	00001969	
244-1000209	Amelia Lawless	$140.96	7/24/2015	7/24/2015	7/24/2015	7/24/2015	Transit	00002019	
244-1000210	Placer County Transit	$65.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002023	
244-1000211	El Dorado Co Transit Auth	$260.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002021	
244-1000212	North Natomas Trans. Mgmt Assn	$45.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002022	
244-1000213	City of Roseville Public Works	$308.75	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002020	
244-1000214	Yuba Sutter Transit	$130.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002024	
244-1000215	Placer County Transit	$66.25	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002028	
244-1000216	El Dorado Co Transit Auth	$220.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002026	
244-1000217	North Natomas Trans. Mgmt Assn	$15.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002027	
244-1000218	City of Roseville Public Works	$136.25	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002025	
244-1000219	Yuba Sutter Transit	$176.00	7/22/2015	7/28/2015	7/28/2015	7/28/2015	Transit	00002029	
244-1000220	Sacramento Regional Transit	$2,126.25	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Transit	00002117	
244-1000221	Sacramento Regional Transit	$1,765.00	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Transit	00002119	
244-1000222	Yolo County Transit District	$632.50	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Transit	00002118	
244-1000223	CA Museum	$2,372.28	8/11/2015	8/12/2015	8/13/2015	8/13/2015	FR110515-1	00002120	
244-1000224	Sacramento Regional Transit	$1,818.75	8/11/2015	8/12/2015	8/13/2015	8/13/2015	Two vouchers/one transit ck	00002123	



```
                                        SECTION 16305 - 16305.8 GOVERNMENT CODE

                                               CONTROLLER OF CALIFORNIA
                                          DIVISION OF ACCOUNTING AND REPORTING

                                               PERIOD ENDING 08-31-2015

ACCOUNT NO.   244

             MAIL CODE:   8860

             GENERAL CHECKING/REV FUND
             DEPARTMENT OF FINANCE

           BALANCE FORWARD          DEPOSITED IN TREASURY THIS PERIOD         CHECKS PAID THIS PERIOD         NEW BALANCE

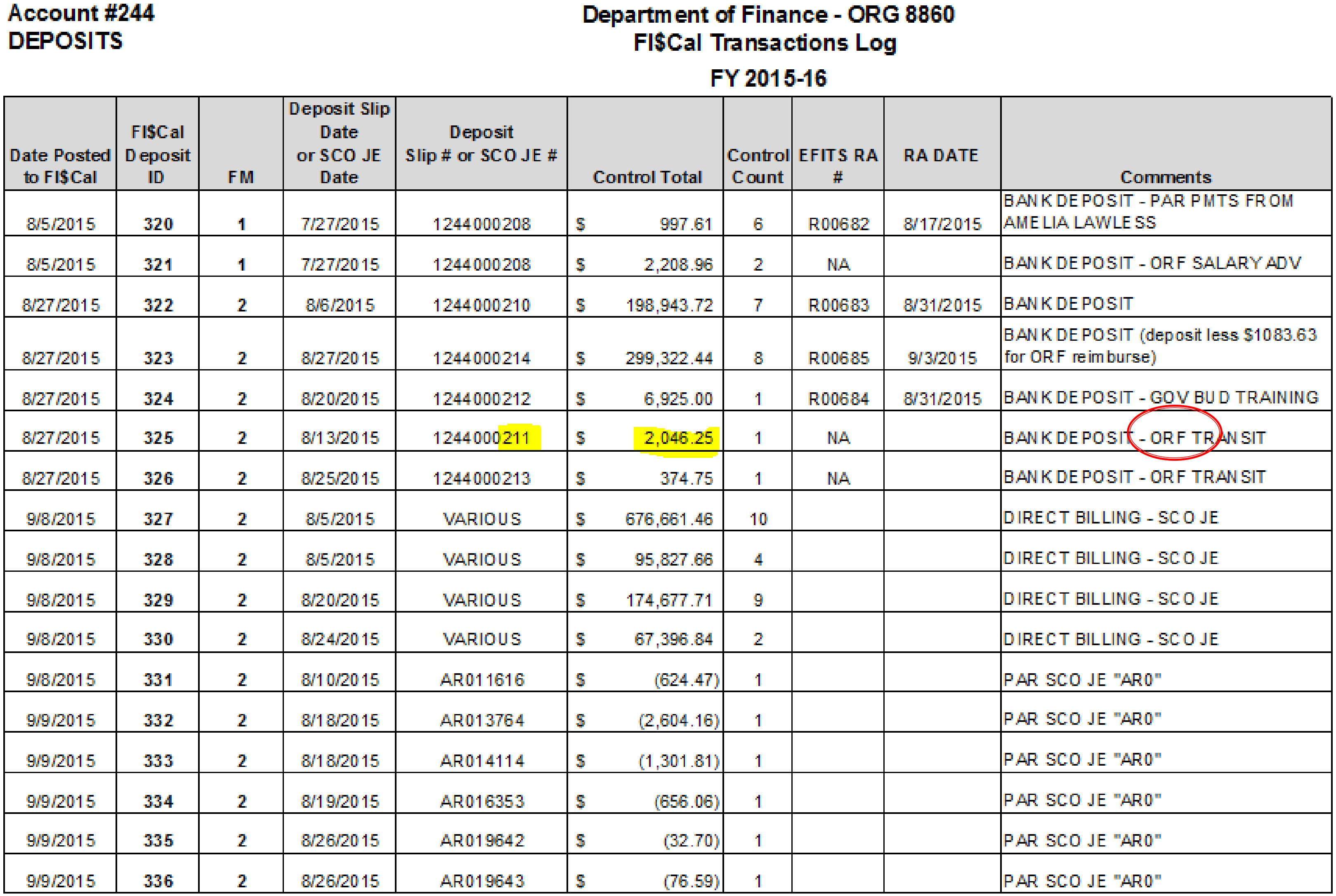
               $188,846.69                $520,821.29                           $217,617.82-               $492,050.16

  CHECK LISTING ACCOUNT NO.   244
       CHECK                                              CHECK                                              CHECK
MO DY  NUMBER   EXPL.              AMOUNT          MO DY  NUMBER   EXPL.              AMOUNT          MO DY  NUMBER   EXPL.              AMOUNT
08 05 01000209                   $140.96-          08 10 01000210                    $65.00-          08 03 01000212                    $45.00-
08 03 01000213                   $308.75-          08 03 01000214                   $130.00-          08 10 01000215                    $66.25-
08 03 01000217                    $15.00-          08 03 01000218                   $136.25-          08 03 01000219                   $176.00-
08 25 01000220                 $2,126.25-          08 25 01000221                 $1,765.00-          08 26 01000222                   $632.50-
08 31 01000223                 $2,372.28-          08 25 01000224                 $1,818.75-          08 26 01000225                   $227.50-
08 31 01000228                   $190.00-          08 28 01000229                    $65.00-          08 28 01000230                   $162.50-
08 31 01000232                   $196.00-          08 28 01000233                    $35.00-          08 28 01000234                    $77.50-
08 17 00R00682                   $997.61-          08 31 00R00683               $198,943.72-          08 31 00R00684                 $6,925.00-

                                                                          TOTAL CHECKS    COUNT        24 AMOUNT         $217,617.82-

  DEPOSIT LISTING ACCOUNT NO.   244
       OFFICE                                             OFFICE                                             OFFICE
MO DY  NUMBER   EXPL.            AMOUNT            MO DY  NUMBER   EXPL.            AMOUNT            MO DY  NUMBER   EXPL.            AMOUNT
08 18       001500001         $5,065.00            08 25       001400086         $7,060.50            08 06  000  1244000210     $198,943.72
08 13  000  1244000211        $2,046.25            08 20  000  1244000212        $6,925.00            08 25  000  1244000213         $374.75
08 27  000  1244000214      $300,406.07

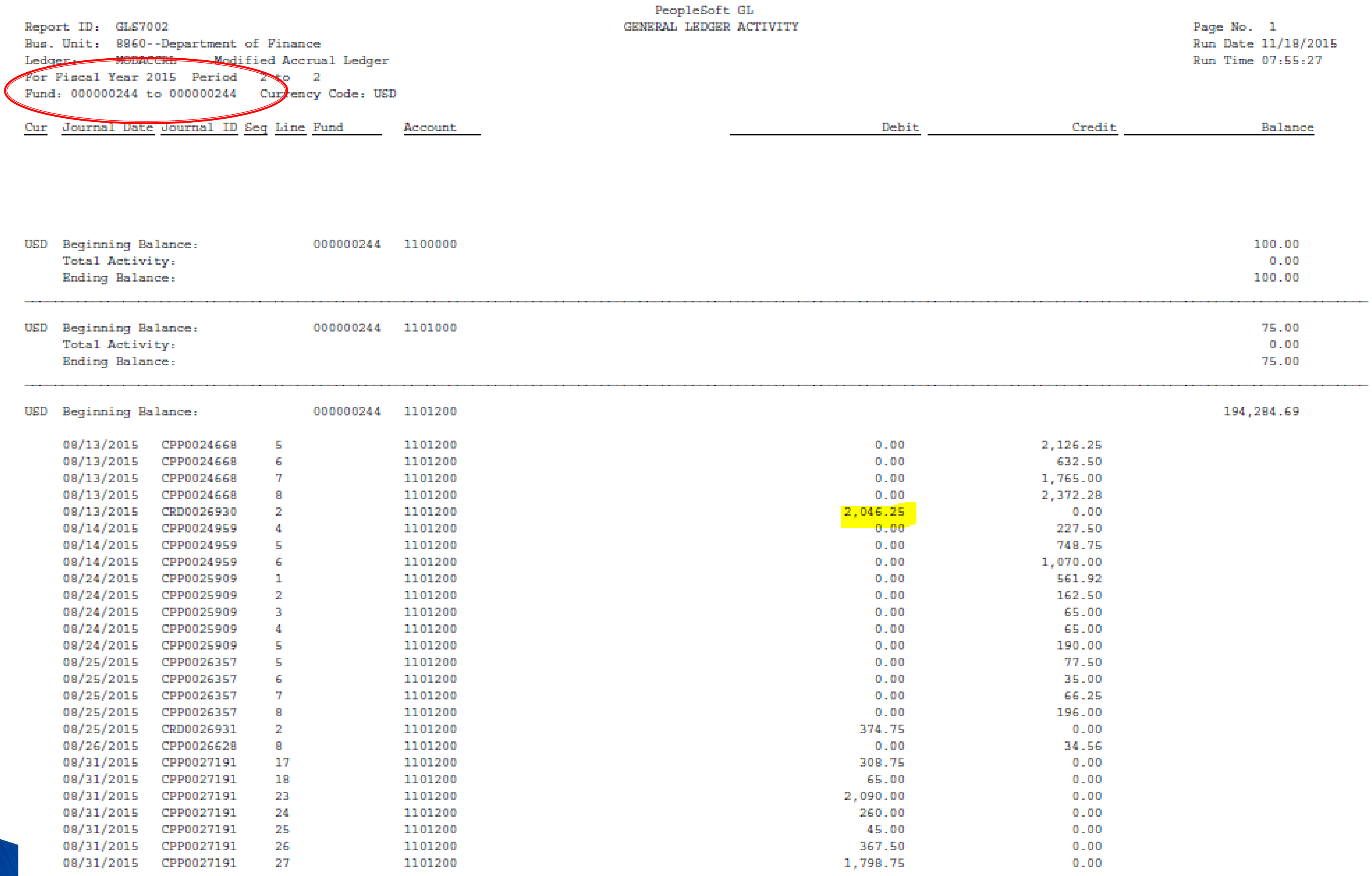
                                                                          TOTAL DEPOSITS  COUNT         7 AMOUNT         $520,821.29
```



Account #244
DEPOSITS

Department of Finance - ORG 8860
FI$Cal Transactions Log
FY 2015-16

Date Posted to FI$Cal	FI$Cal Deposit ID	FM	Deposit Slip Date or SCO JE Date	Deposit Slip # or SCO JE #	Control Total	Control Count	EFITS RA #	RA DATE	Comments
8/5/2015	320	1	7/27/2015	1244000208	$ 997.61	6	R00682	8/17/2015	BANK DEPOSIT - PAR PMTS FROM AMELIA LAWLESS
8/5/2015	321	1	7/27/2015	1244000208	$ 2,208.96	2	NA		BANK DEPOSIT - ORF SALARY ADV
8/27/2015	322	2	8/6/2015	1244000210	$ 198,943.72	7	R00683	8/31/2015	BANK DEPOSIT
8/27/2015	323	2	8/27/2015	1244000214	$ 299,322.44	8	R00685	9/3/2015	BANK DEPOSIT (deposit less $1083.63 for ORF reimburse)
8/27/2015	324	2	8/20/2015	1244000212	$ 6,925.00	1	R00684	8/31/2015	BANK DEPOSIT - GOV BUD TRAINING
8/27/2015	325	2	8/13/2015	1244000211	$ 2,046.25	1	NA		BANK DEPOSIT - ORF TRANSIT
8/27/2015	326	2	8/25/2015	1244000213	$ 374.75	1	NA		BANK DEPOSIT - ORF TRANSIT
9/8/2015	327	2	8/5/2015	VARIOUS	$ 676,661.46	10			DIRECT BILLING - SCO JE
9/8/2015	328	2	8/5/2015	VARIOUS	$ 95,827.66	4			DIRECT BILLING - SCO JE
9/8/2015	329	2	8/20/2015	VARIOUS	$ 174,677.71	9			DIRECT BILLING - SCO JE
9/8/2015	330	2	8/24/2015	VARIOUS	$ 67,396.84	2			DIRECT BILLING - SCO JE
9/8/2015	331	2	8/10/2015	AR011616	$ (624.47)	1			PAR SCO JE "AR0"
9/9/2015	332	2	8/18/2015	AR013764	$ (2,604.16)	1			PAR SCO JE "AR0"
9/9/2015	333	2	8/18/2015	AR014114	$ (1,301.81)	1			PAR SCO JE "AR0"
9/9/2015	334	2	8/19/2015	AR016353	$ (656.06)	1			PAR SCO JE "AR0"
9/9/2015	335	2	8/26/2015	AR019642	$ (32.70)	1			PAR SCO JE "AR0"
9/9/2015	336	2	8/26/2015	AR019643	$ (76.59)	1			PAR SCO JE "AR0"



```
                                                                      PeopleSoft GL
Report ID:  GLS7002                                              GENERAL LEDGER ACTIVITY                                              Page No.  1
Bus. Unit:  8860--Department of Finance                                                                                               Run Date 11/18/2015
Ledger:     MODACCRL  -  Modified Accrual Ledger                                                                                      Run Time 07:55:27
For Fiscal Year 2015  Period   2 to   2
Fund: 000000244 to 000000244   Currency Code: USD

Cur  Journal Date Journal ID Seq Line Fund        Account                                     Debit               Credit               Balance



USD  Beginning Balance:                000000244   1100000                                                                                100.00
     Total Activity:                                                                                                                        0.00
     Ending Balance:                                                                                                                      100.00
---------------------------------------------------------------------------------------------------------------------------------------------------
USD  Beginning Balance:                000000244   1101000                                                                                 75.00
     Total Activity:                                                                                                                        0.00
     Ending Balance:                                                                                                                       75.00
---------------------------------------------------------------------------------------------------------------------------------------------------
USD  Beginning Balance:                000000244   1101200                                                                            194,284.69

     08/13/2015   CPP0024668     5                 1101200                                     0.00             2,126.25
     08/13/2015   CPP0024668     6                 1101200                                     0.00               632.50
     08/13/2015   CPP0024668     7                 1101200                                     0.00             1,765.00
     08/13/2015   CPP0024668     8                 1101200                                     0.00             2,372.28
     08/13/2015   CRD0026930     2                 1101200                                 2,046.25                 0.00
     08/14/2015   CPP0024959     4                 1101200                                     0.00               227.50
     08/14/2015   CPP0024959     5                 1101200                                     0.00               748.75
     08/14/2015   CPP0024959     6                 1101200                                     0.00             1,070.00
     08/24/2015   CPP0025909     1                 1101200                                     0.00               561.92
     08/24/2015   CPP0025909     2                 1101200                                     0.00               162.50
     08/24/2015   CPP0025909     3                 1101200                                     0.00                65.00
     08/24/2015   CPP0025909     4                 1101200                                     0.00                65.00
     08/24/2015   CPP0025909     5                 1101200                                     0.00               190.00
     08/25/2015   CPP0026357     5                 1101200                                     0.00                77.50
     08/25/2015   CPP0026357     6                 1101200                                     0.00                35.00
     08/25/2015   CPP0026357     7                 1101200                                     0.00                66.25
     08/25/2015   CPP0026357     8                 1101200                                     0.00               196.00
     08/25/2015   CRD0026931     2                 1101200                                   374.75                 0.00
     08/26/2015   CPP0026628     8                 1101200                                     0.00                34.56
     08/31/2015   CPP0027191    17                 1101200                                   308.75                 0.00
     08/31/2015   CPP0027191    18                 1101200                                    65.00                 0.00
     08/31/2015   CPP0027191    23                 1101200                                 2,090.00                 0.00
     08/31/2015   CPP0027191    24                 1101200                                   260.00                 0.00
     08/31/2015   CPP0027191    25                 1101200                                    45.00                 0.00
     08/31/2015   CPP0027191    26                 1101200                                   367.50                 0.00
     08/31/2015   CPP0027191    27                 1101200                                 1,798.75                 0.00
```

Manual Logs

- Check Log
- Deposit Log
- Remittance Log
- Claim Schedule Log

Examples of problems

- ORF replenishment JE’s and ORF warrant deposits are not posted

- If you find Cash Reclass (i.e., account 1109200) has a balance, you may need to work w/FSC to resolve
    - Cash reclass should net to zero
    - Multiple corrections to a voucher will cause issues that may not completely clear out in a month

Examples of problems (continued)

- Difficult to identify some reconciling item details on the ORF Rec. The only way you may find them is during the Bank Rec process (i.e., can only find if there was a duplicate check while reconciling your bank account)
- Research may only be good as some of the manual logs used (i.e., information provided, if/when updated)

Tips

- Use of Manual Logs to reconcile
  - Manual check log: identifies check #’s to voucher ID
  - Manual deposit log helps identify on bank statement which items are for which fund
  - ZZ_AP report and manual check log help find journal id, in order to lead you to the check #
  - Remittance Log
  - Claim Schedule Log

- On ORF Rec, identify reconciling items by voucher ID if more than one item to keep track of when they clear

- ORF replenishment JE’s and ORF warrant deposits are not posted

Tips (continued)

- Order Trial Balance for each fund receiving deposits and your CTS fund
  - Trial Balance reports are cumulative for the year.

- To research ORF transactions remember that each transaction will have its own Journal ID (JID) number. For example:
  - Initial Voucher Payment JID will start with AP
  - The Cash Reclass to 1109200 JID will start with AP
  - The Cash Reclass to 1101200 JID will start with CPP
  - Initial Deposit transaction JID will start with AR
  - The Cash Reclass to 1101200 JID will start with CRD

Bank Reconciliation

Supplemental Material for this segment:

1. Bank Reconciliation – List of Reports
2. Handout of Screenshots to help obtain Reports
3. Bank Reconciliation - Tips

Break

Asset Management

Asset Management

This segment will cover:

- Asset Transactions
  - Non-Capital Asset Addition
  - Capital Asset Addition

- Journal Entries
- Reconciliation
- Reports

Asset Transactions

1. Assets are created from information on the:
   - Purchase Order (PO)
   - Receipt (PO)
   - Voucher (AP)

(Refer to Job Aid FI$Cal.246 - Purchase Order (PO) to Accounts Payable (AP) to Asset Management (AM) for Capital Asset 1.0)

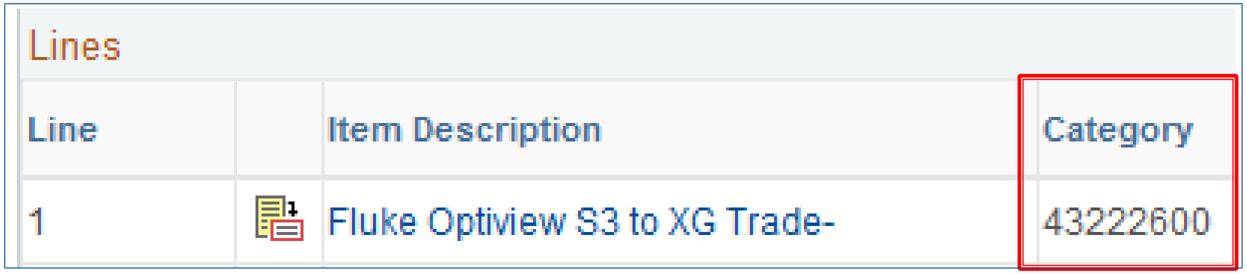
2. Assets can be added directly in AM

(Refer to FTA courses for Entering Assets using Express and Basic Add)

Capital Asset PO - Purchase IT Hardware (Example 1)

Purchasing>Purchase Orders>Review PO Information>Document Status> Purchase Orders

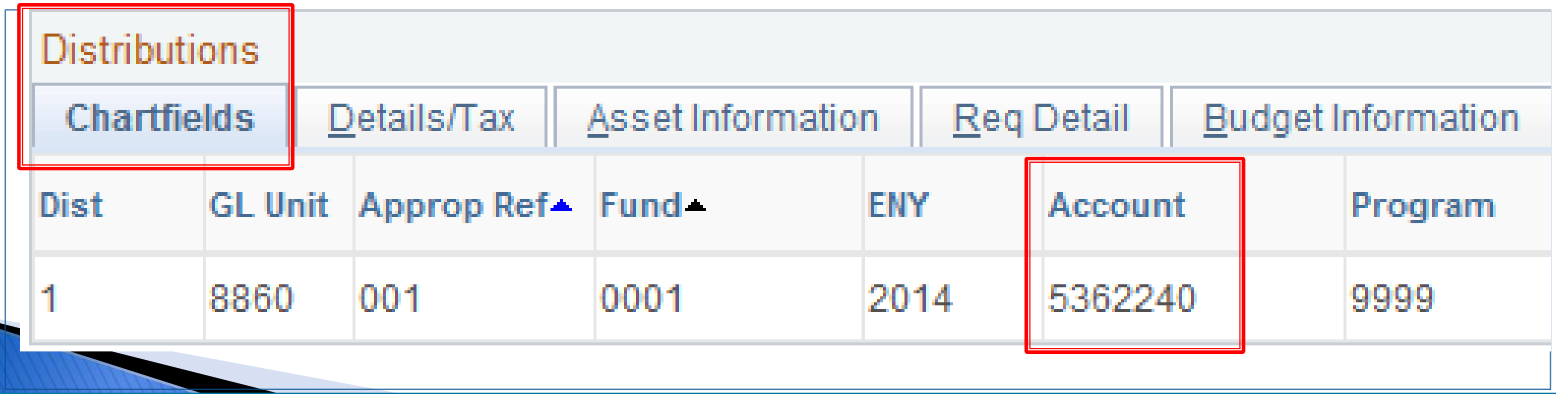
PO Line shows item description and UNSPSC code for Network Service Equip



Lines

Line		Item Description	Category
1		Fluke Optiview S3 to XG Trade-	43222600

PO Distribution Chartfields shows Account 5362240- Computers & Computer Equipment



Distributions

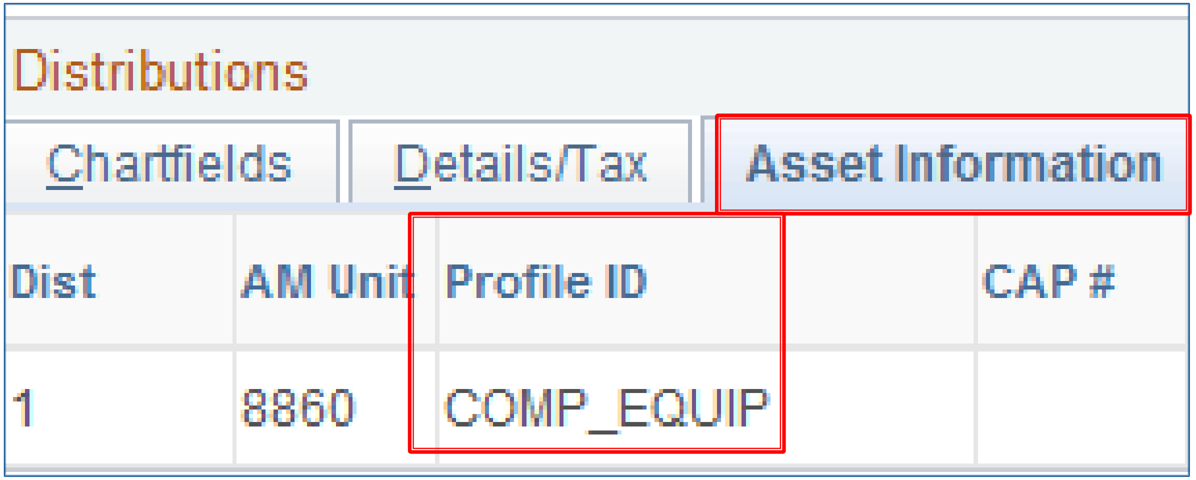
Chartfields
Details/Tax
Asset Information
Req Detail
Budget Information

Dist	GL Unit	Approp Ref	Fund	ENY	Account	Program
1	8860	001	0001	2014	5362240	9999

Capital Asset PO – Purchase IT Hardware– Example 1 (cont'd)

Asset Information tab of Distribution/Chartfields page shows:

- AM Unit 8860
- Profile ID – COMP_EQUIP



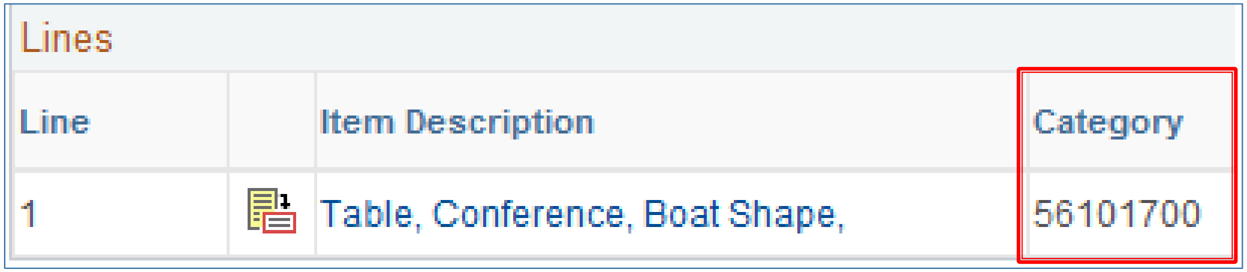
Distributions
Chartfields
Details/Tax
Asset Information

Dist	AM Unit	Profile ID	CAP #
1	8860	COMP_EQUIP	

Non Capital Asset PO - Purchase a Table (Example 2)

Purchasing>Purchase Orders>Review PO Information>Document Status> Purchase Orders

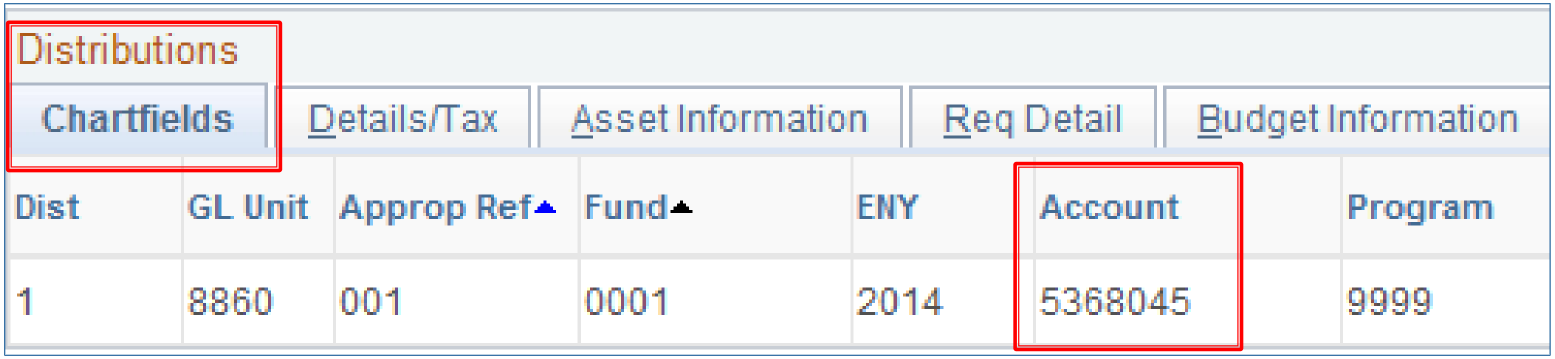
The PO Line shows item description and UNSPSC code for Office Furniture



Lines

Line		Item Description	Category
1		Table, Conference, Boat Shape,	56101700

The PO Distribution Chartfields shows Account 5368045 - Furniture


Chartfields
Details/Tax
Asset Information
Req Detail
Budget Information

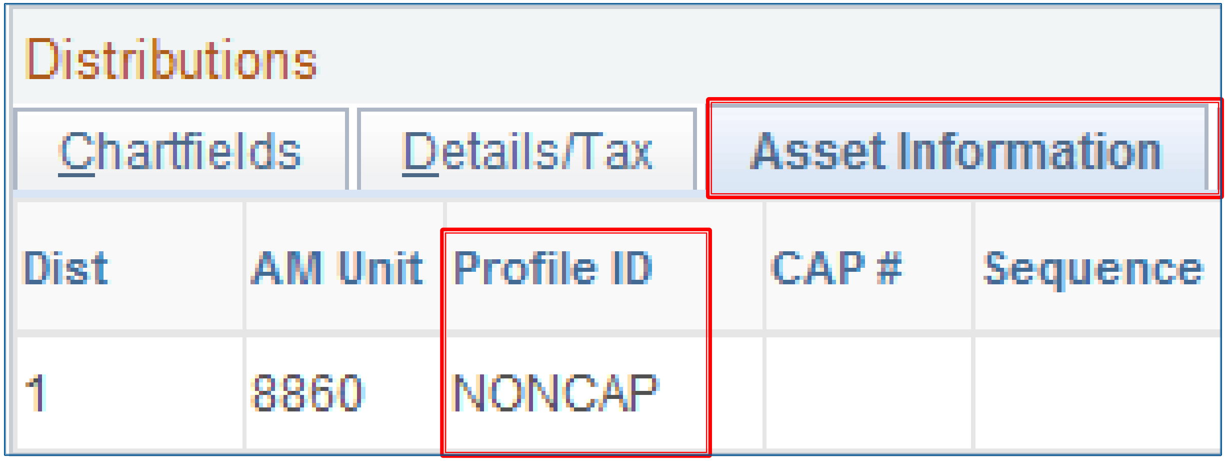
Distributions

Dist	GL Unit	Approp Ref	Fund	ENY	Account	Program
1	8860	001	0001	2014	5368045	9999

Non-Capital Asset PO – Purchase Table – Example 2 (cont'd)

Asset Information tab of Distribution/Chartfields page shows:

- AM Unit 8860
- Profile ID – NONCAP


Distributions
Chartfields
Details/Tax
Asset Information

Dist	AM Unit	Profile ID	CAP #	Sequence
1	8860	NONCAP		

ASSET Related Accounts (Handout- AM Related Accounts)

- Capital Assets use 5362 series of accounts
- Non-Capital Assets use 5368 series of accounts
- Tangible Asset account series 160xxxx and Intangible Asset account series 162xxxx are used in the Accrual Adjustment Ledger only.
- Depreciation and Amortization expense accounts are used in the Accrual Adjustment Ledger only.

Profile ID'S (Handout - AM Statewide Asset Profile IDs)

- 65 Capital Asset Profile ID's and 1 Non-Capital Asset Profile.
- Statewide Asset Profiles standardize useful lives and asset classification for CAFR reporting purposes.
- Asset Profile ID's function as templates to enter the depreciation criteria for assets.
- Depreciation – is the systemic allocation of the cost of an asset over its useful life.
- Example 1 Asset-IT Hardware has Profile ID " COMP_EQUIP".
- User will enter the correct Profile ID in lieu of entering:

Method/	Convention	/Book	/each time.
(Straight Line/	Actual Month /	Capital Book /	

Receipt and Voucher Information for Assets

- A Receipt is created from the PO. The receipt provides Physical Information for AM. The asset “shell” is created in AM with physical information from the receipt such as: Description, Acquisition Date, Acquisition Code and Quantity.

- A Voucher is created by copying from the PO receipt. The Asset Expenditure Account and the Profile ID that was entered on the PO will appear on the Voucher.

- Once the asset is vouchered in AP, the financial information is sent to AM and the cost information is recorded.

Books

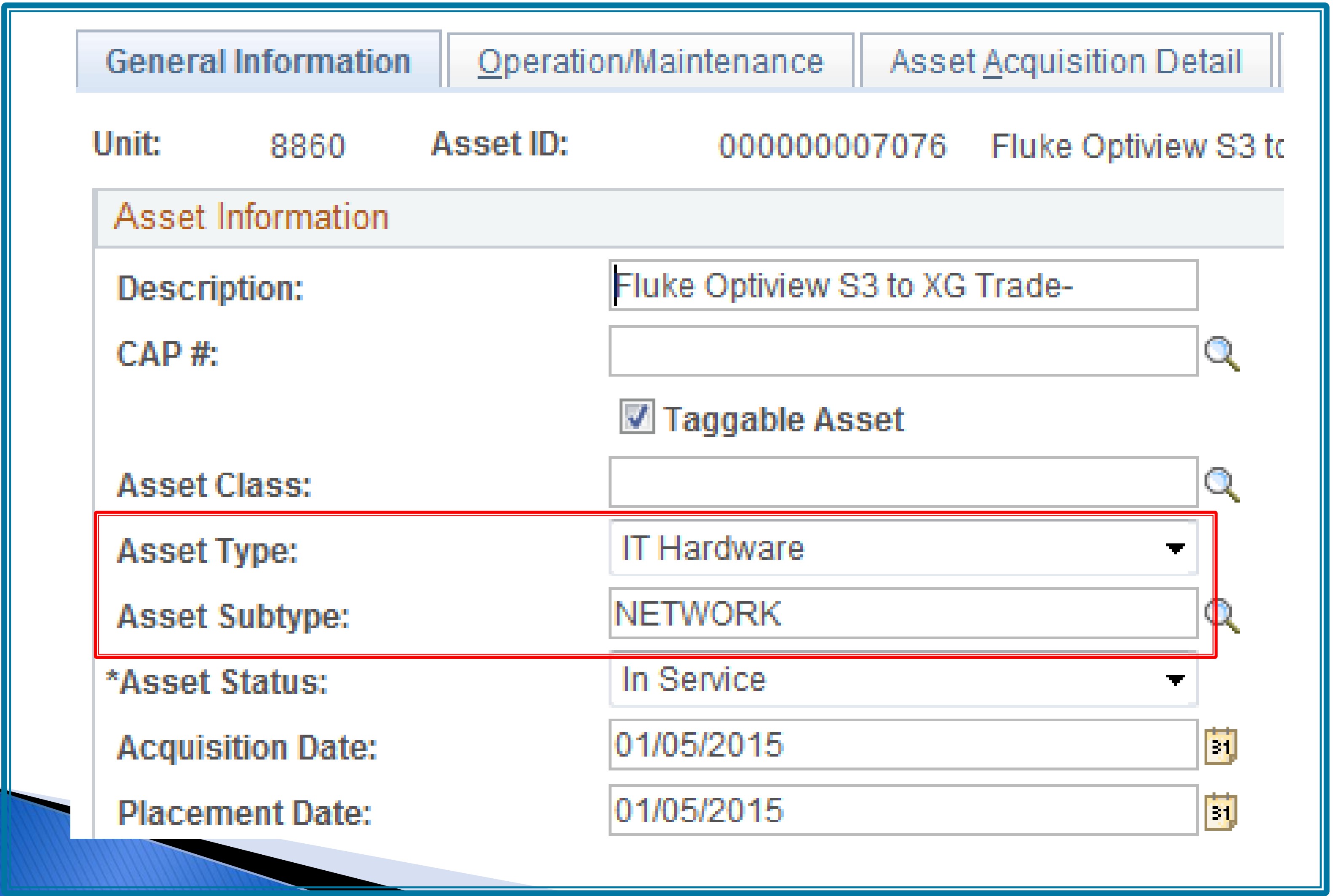
Asset Management has 2 Books:

- Capital Book
  - Tracks Capital Assets
  - Provides subsidiary data of Capital Asset

- State Book
  - Tracks all Assets (Cap and Non-Cap)
  - Provides Property Inventory data of all Assets

Capital Asset in AM (Example 1)

Asset Management>Asset Transactions>Owned Assets>Basic Add


General Information
Operation/Maintenance
Asset Acquisition Detail

Unit: 8860 Asset ID: 000000007076 Fluke Optiview S3 tc

Asset Information

Description: Fluke Optiview S3 to XG Trade-

CAP #:

☑ Taggable Asset

Asset Class:

Asset Type: IT Hardware

Asset Subtype: NETWORK

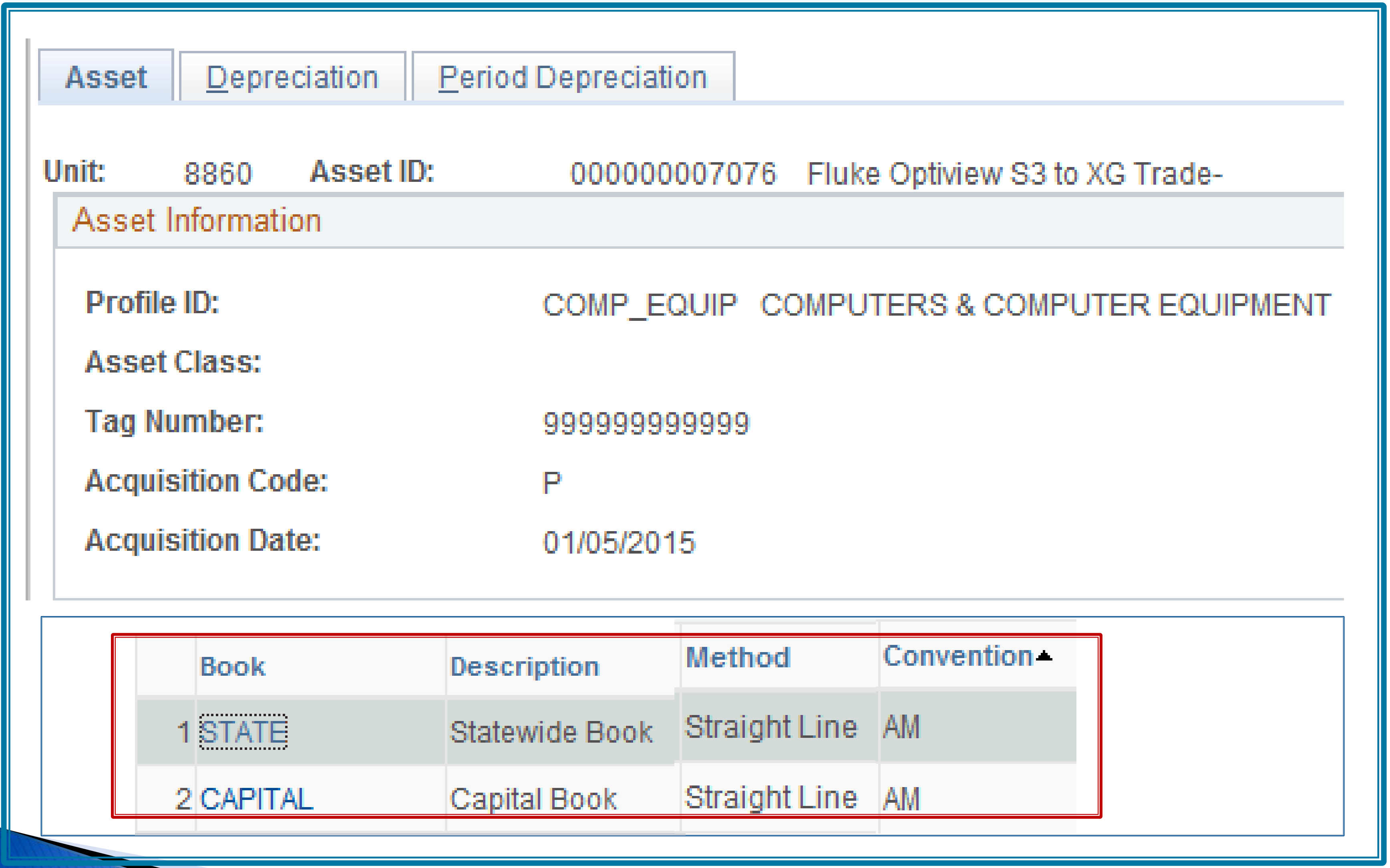
*Asset Status: In Service

Acquisition Date: 01/05/2015

Placement Date: 01/05/2015

Capital Asset in AM (cont'd)

Asset Management> Depreciation> Review Depreciation Info> Asset Depreciation



Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3 to XG Trade-

Asset Information

Profile ID: COMP_EQUIP COMPUTERS & COMPUTER EQUIPMENT

Asset Class:

Tag Number: 999999999999

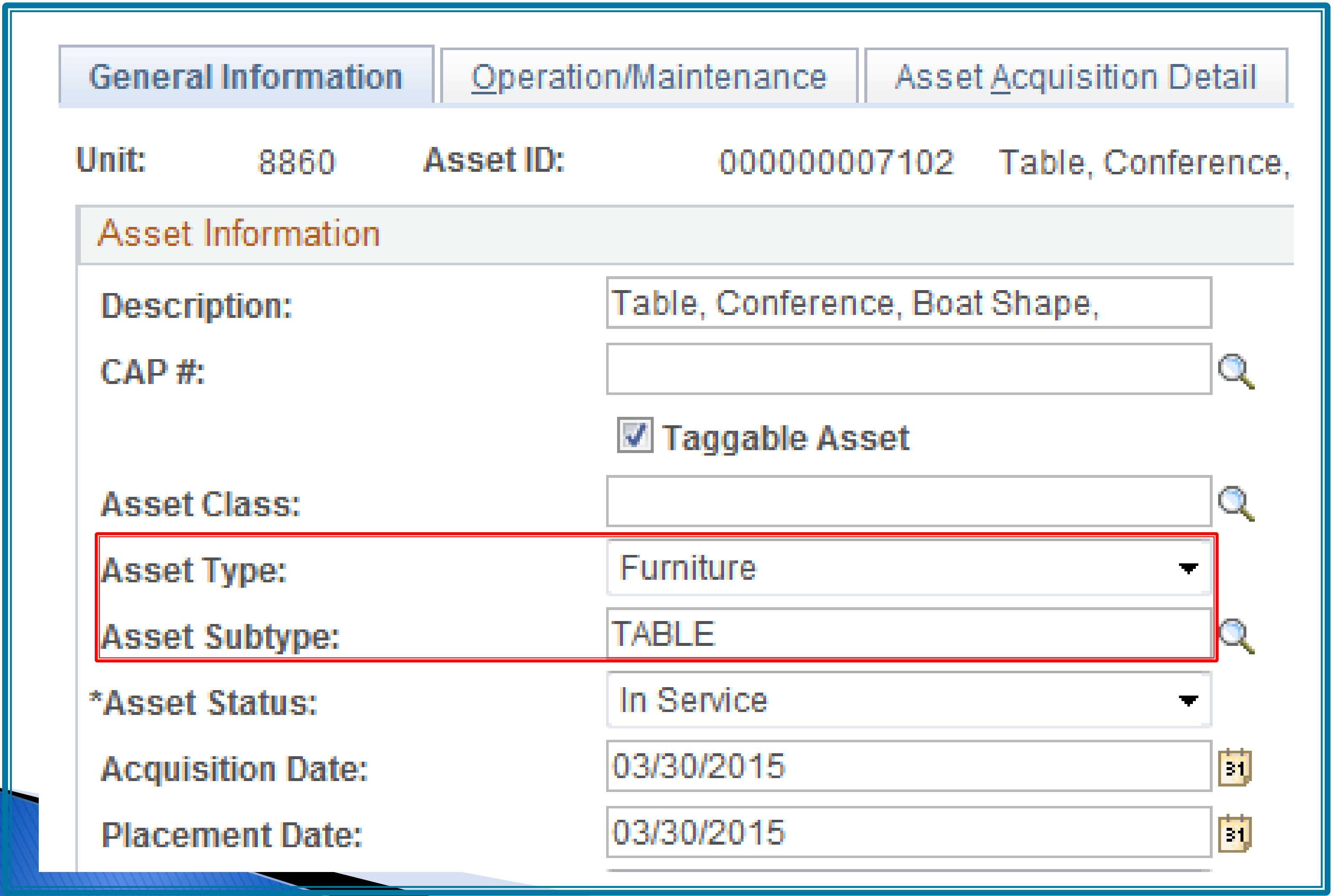
Acquisition Code: P

Acquisition Date: 01/05/2015

	Book	Description	Method	Convention▲
1	STATE	Statewide Book	Straight Line	AM
2	CAPITAL	Capital Book	Straight Line	AM

Non-Capital Asset in AM (Example 2)

Asset Management>Asset Transactions>Owned Assets>Basic Add


General Information
Operation/Maintenance
Asset Acquisition Detail

Unit: 8860 Asset ID: 000000007102 Table, Conference,

Asset Information

Description: Table, Conference, Boat Shape,

CAP #:

☑ Taggable Asset

Asset Class:

Asset Type: Furniture

Asset Subtype: TABLE

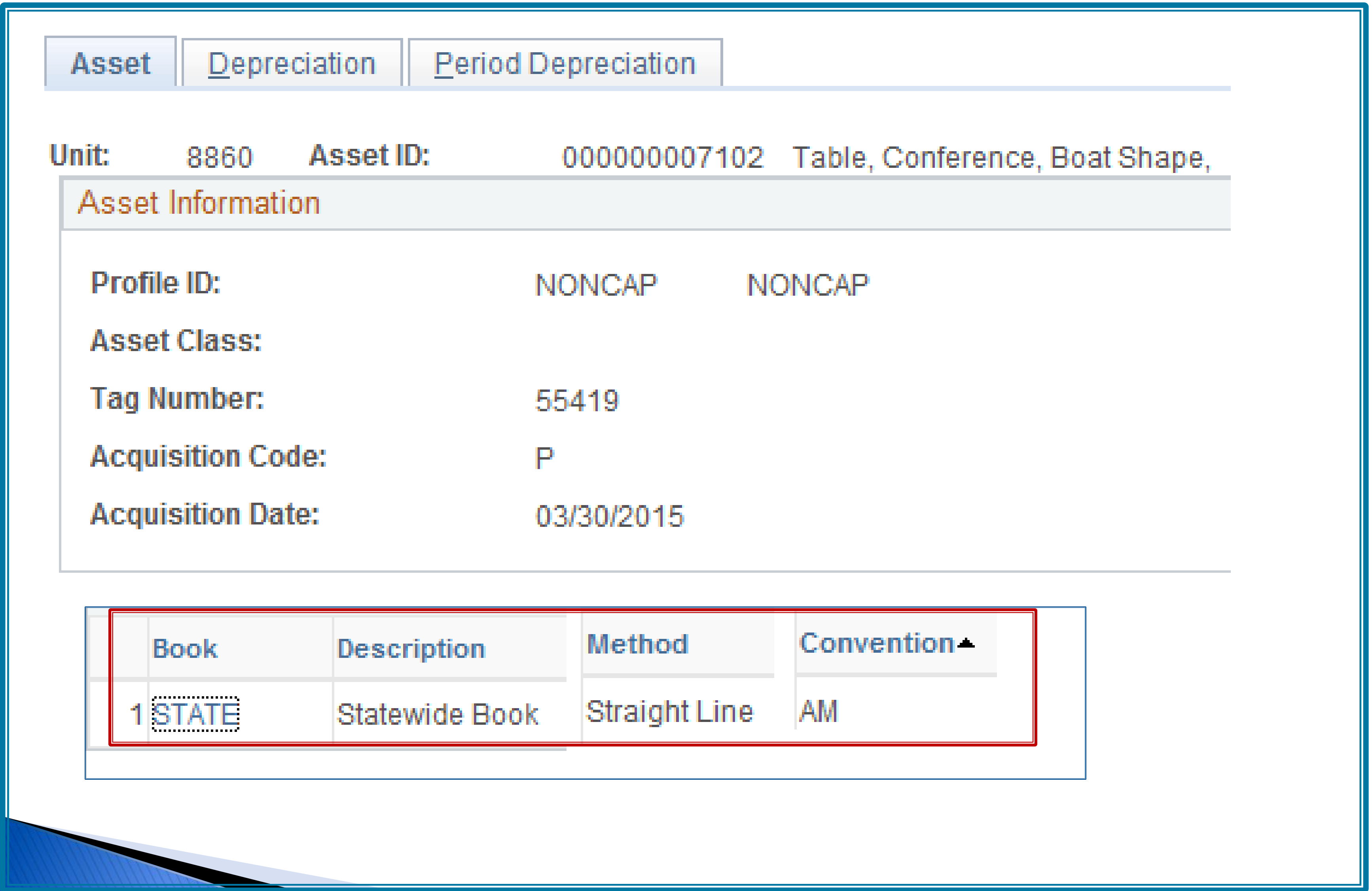
*Asset Status: In Service

Acquisition Date: 03/30/2015

Placement Date: 03/30/2015

Non-Capital Asset in AM (cont'd)

Asset Management> Depreciation> Review Depreciation Info> Asset Depreciation



Asset
Depreciation
Period Depreciation

Unit: 8860 **Asset ID:** 000000007102 Table, Conference, Boat Shape,

Asset Information

Profile ID: NONCAP NONCAP

Asset Class:

Tag Number: 55419

Acquisition Code: P

Acquisition Date: 03/30/2015

	Book	Description	Method	Convention
1	STATE	Statewide Book	Straight Line	AM

Journal Entries

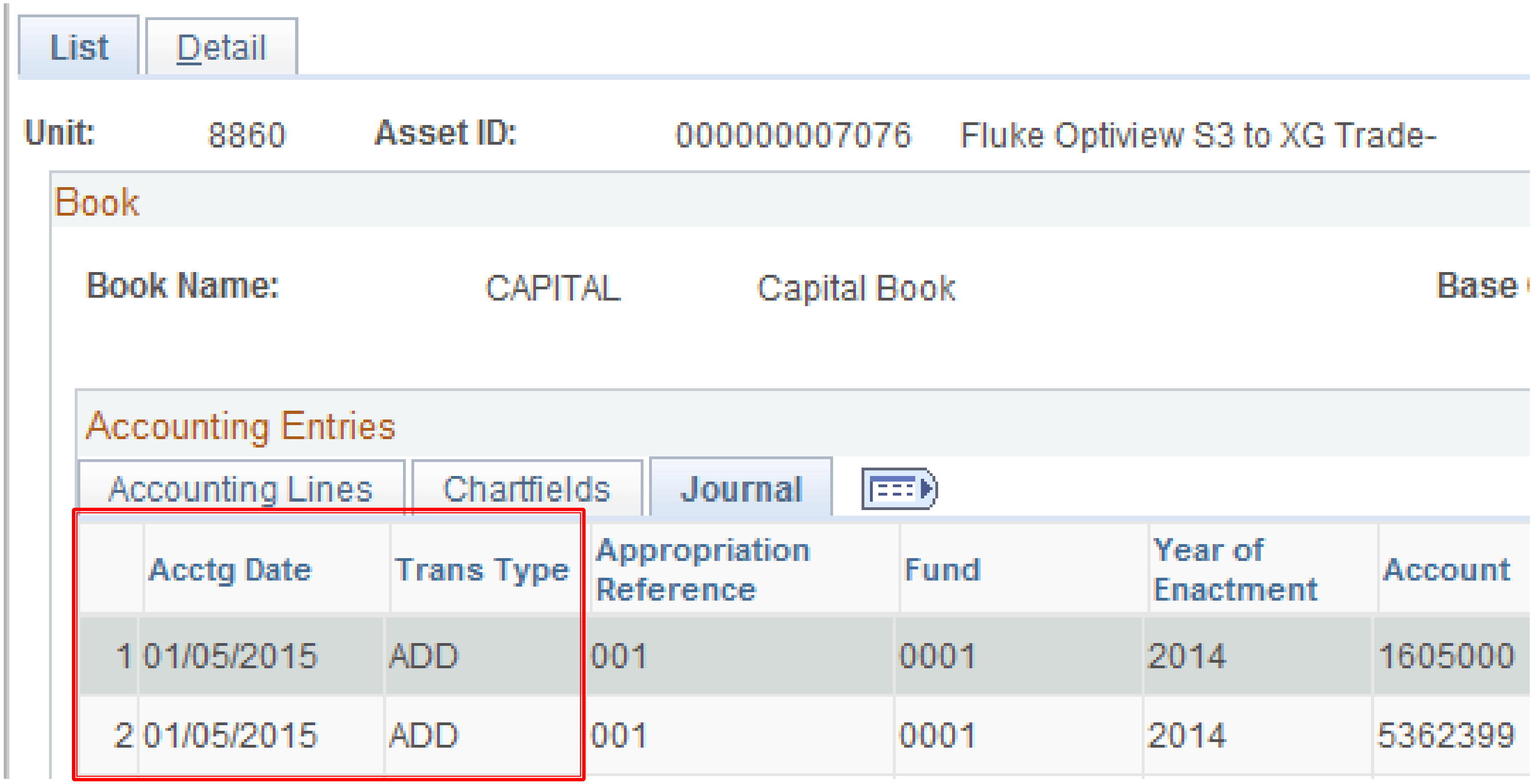
MODIFIED ACCRUAL LEDGER (AP Journals)

Capital Asset – Voucher is approved
    DR 5362240 - Computers & Computer Equipment
        CR 2000000 – Accounts Payable

Non-Capital Asset – Voucher is approved
    DR 5368045 - Furniture
        CR 2000000 - Accounts Payable

Financial Entries in AM – Capital Assets (Example 1)

Asset Management> Accounting Entries> Review Financial Entries


List
Detail
Book
Accounting Entries
Accounting Lines
Chartfields
Journal

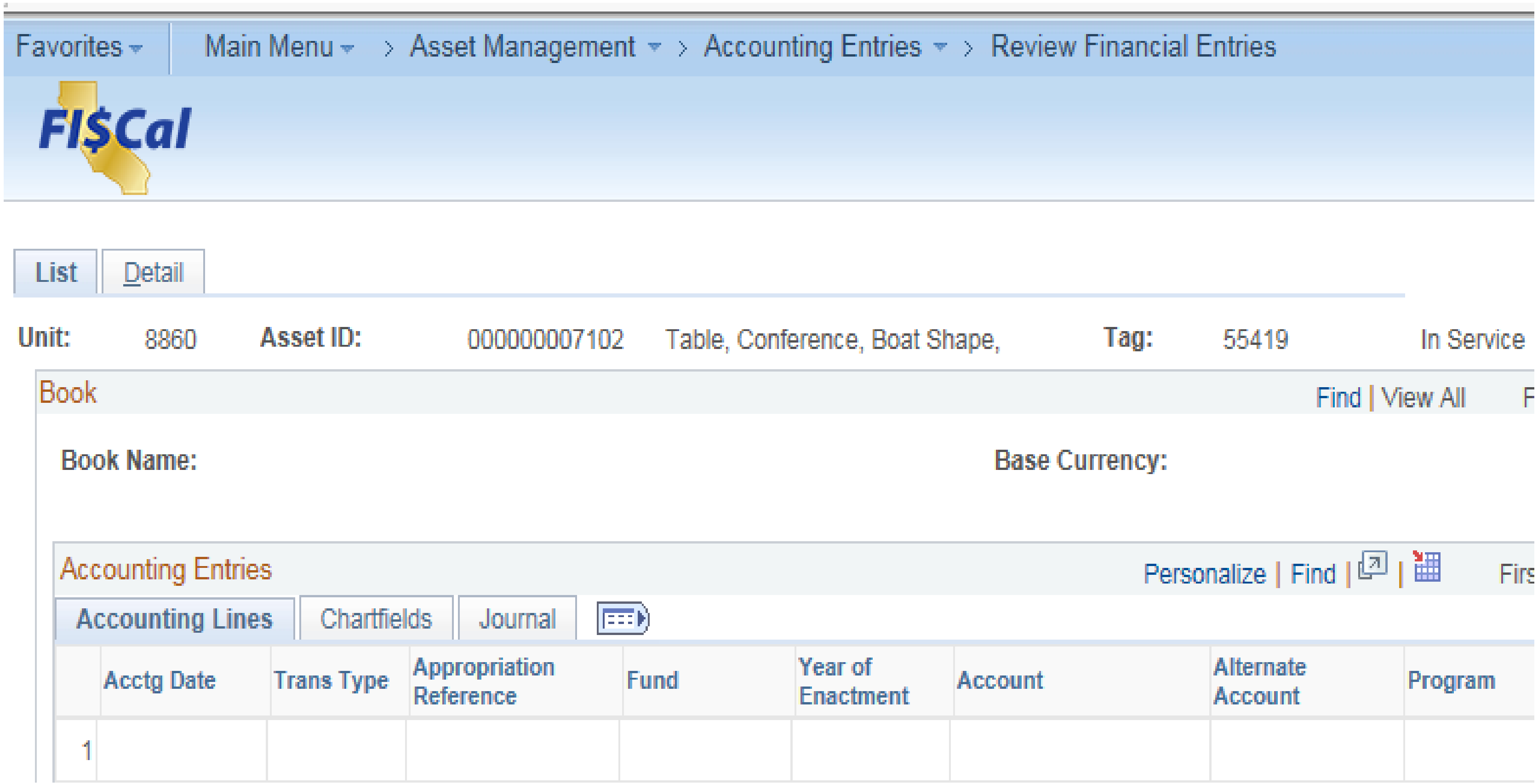
Unit: 8860 Asset ID: 000000007076 Fluke Optiview S3 to XG Trade-

Book Name: CAPITAL Capital Book Base

	Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account
1	01/05/2015	ADD	001	0001	2014	1605000
2	01/05/2015	ADD	001	0001	2014	5362399

Accounting Entries for financial transactions are created nightly in batch and automatically sent to GL.

Financial Entries in AM – Non-Capital Asset


Favorites
Main Menu > Asset Management > Accounting Entries > Review Financial Entries
FI$Cal
List
Detail
Book
Find | View All
Accounting Entries
Personalize | Find
Accounting Lines
Chartfields
Journal

Unit: 8860 **Asset ID:** 000000007102 Table, Conference, Boat Shape, **Tag:** 55419 In Service

Book Name:

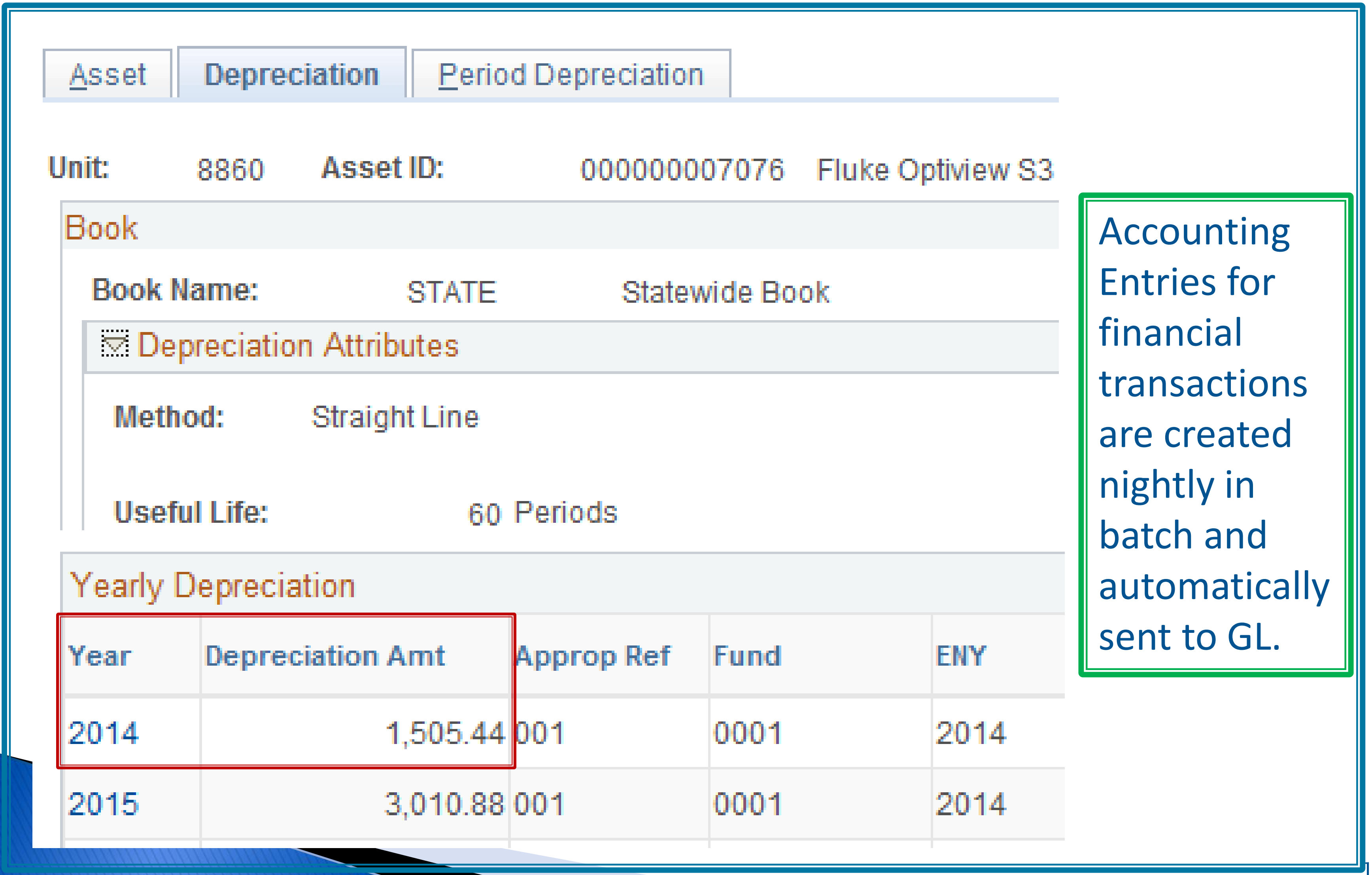
Base Currency:

	Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program
1								

No Accounting Entries are created for Non-Capital Assets

Annual Depreciation – Capital Assets (Example 1)

Asset Management> Depreciation> Review Depreciation Info> Asset Depreciation



Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3

Book

Book Name: STATE Statewide Book

Depreciation Attributes

Method: Straight Line

Useful Life: 60 Periods

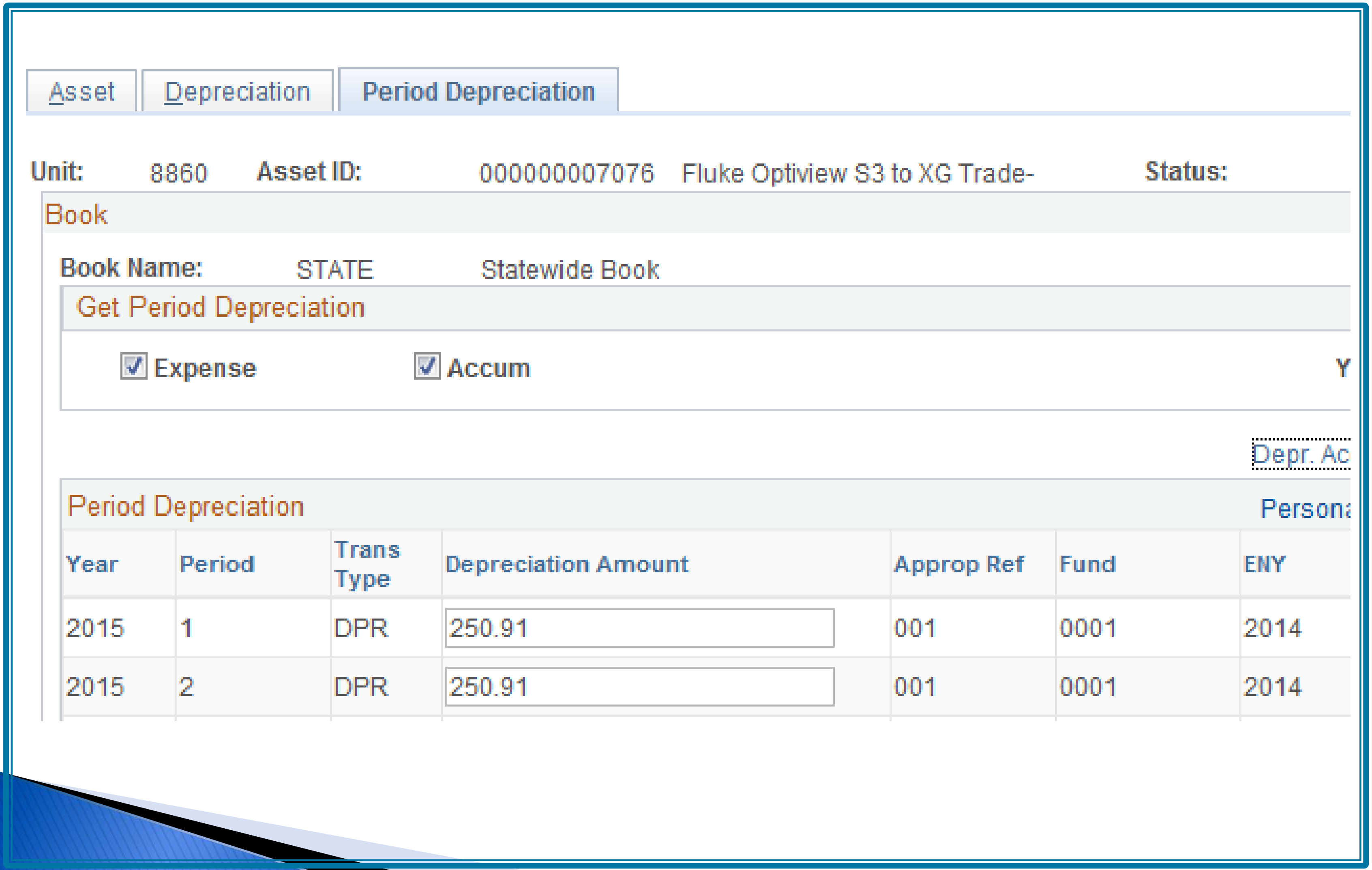
Yearly Depreciation

Year	Depreciation Amt	Approp Ref	Fund	ENY
2014	1,505.44	001	0001	2014
2015	3,010.88	001	0001	2014

Accounting Entries for financial transactions are created nightly in batch and automatically sent to GL.

Period Depreciation – Capital Assets (Example 1

Asset Management> Depreciation> Review Depreciation Info> Asset Depreciation


Asset
Depreciation
Period Depreciation
Book
Get Period Depreciation
Y
Depr. Ac
Persona

Unit: 8860 **Asset ID:** 000000007076 Fluke Optiview S3 to XG Trade- **Status:**

Book Name: STATE Statewide Book

☑ **Expense** ☑ **Accum**

Period Depreciation

Year	Period	Trans Type	Depreciation Amount	Approp Ref	Fund	ENY
2015	1	DPR	250.91	001	0001	2014
2015	2	DPR	250.91	001	0001	2014

Journal Entries – Capital Assets

ACCRUAL ADJUSTMENT LEDGER (AM Journals)

Capital Asset Addition:

DR 1605000 - Equipment

CR 5362399 – Capitalized Equipment Purchase*

*(*Expenditure Contra Account exists for each Asset account)*

Capital Asset Depreciation:

DR 5424400 – Depreciation - Equipment

CR 1605900 – Accumulated Depreciation Equipment

Accounting Entries for depreciation are created as part of the month end depreciation close process and posted to GL.

Modified Accrual Ledger + Accrual Adjustment Journals = Accrual Basis Ledger

Non-Capital Asset			Capital Asset		
1109200	Pending Cash AP	$(500)	1109200	Pending Cash AP	$ (5000)
5368045	Furniture	500	5362240	Computers & Computer Equipment	5000
			1605000	Equipment	5000
			5362399	Capitalized Equipment Purchases	(5000)
			5424400	Depreciation Expense – Equipment	1000
			1605900	Accumulated Depreciation – Equipment	(1000)

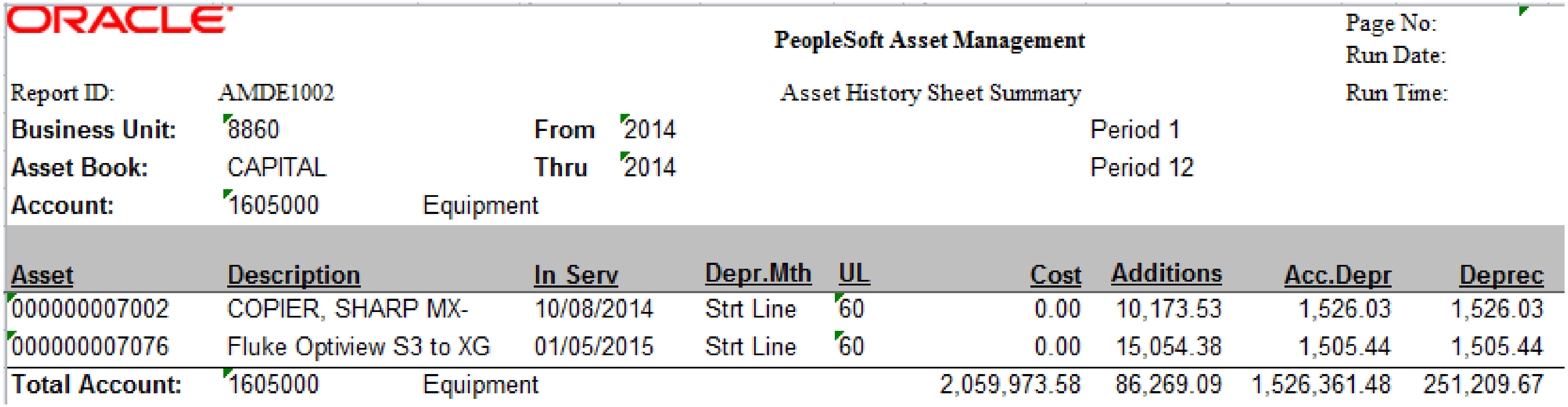
Accrual Basis Ledger

1109200	Pending Cash AP	$(5000)
1605000	Equipment	5000
1605900	Accumulated Depreciation – Equipment	(1000)
5424400	Depreciation Expense – Equipment	1000

Reconciling Assets in FI$Cal and Tips

- It is important to determine a purchase is an “Asset” in the procurement stage. Buyers should talk to Accounting and use the correct accounts and profiles. See Tips handout.
- The Asset Audit Report is a custom report which shows accounts and profiles used on PO’s and voucher journals (similar to CALSTARS H11 report).
- Review GL accounts as well, such as office supplies for misposting. Use Journal Vouchers to correct.
- Review GL Activity Report (MODACRL)to reconcile asset journals and amounts to PO’s and Vouchers.
- Review GL Activity and journals (ACCADJ) to reconcile depreciation expense journals to subsidiary reports.

Reports – Asset History Sheet



PeopleSoft Asset Management

Page No:
Run Date:

Report ID: AMDE1002

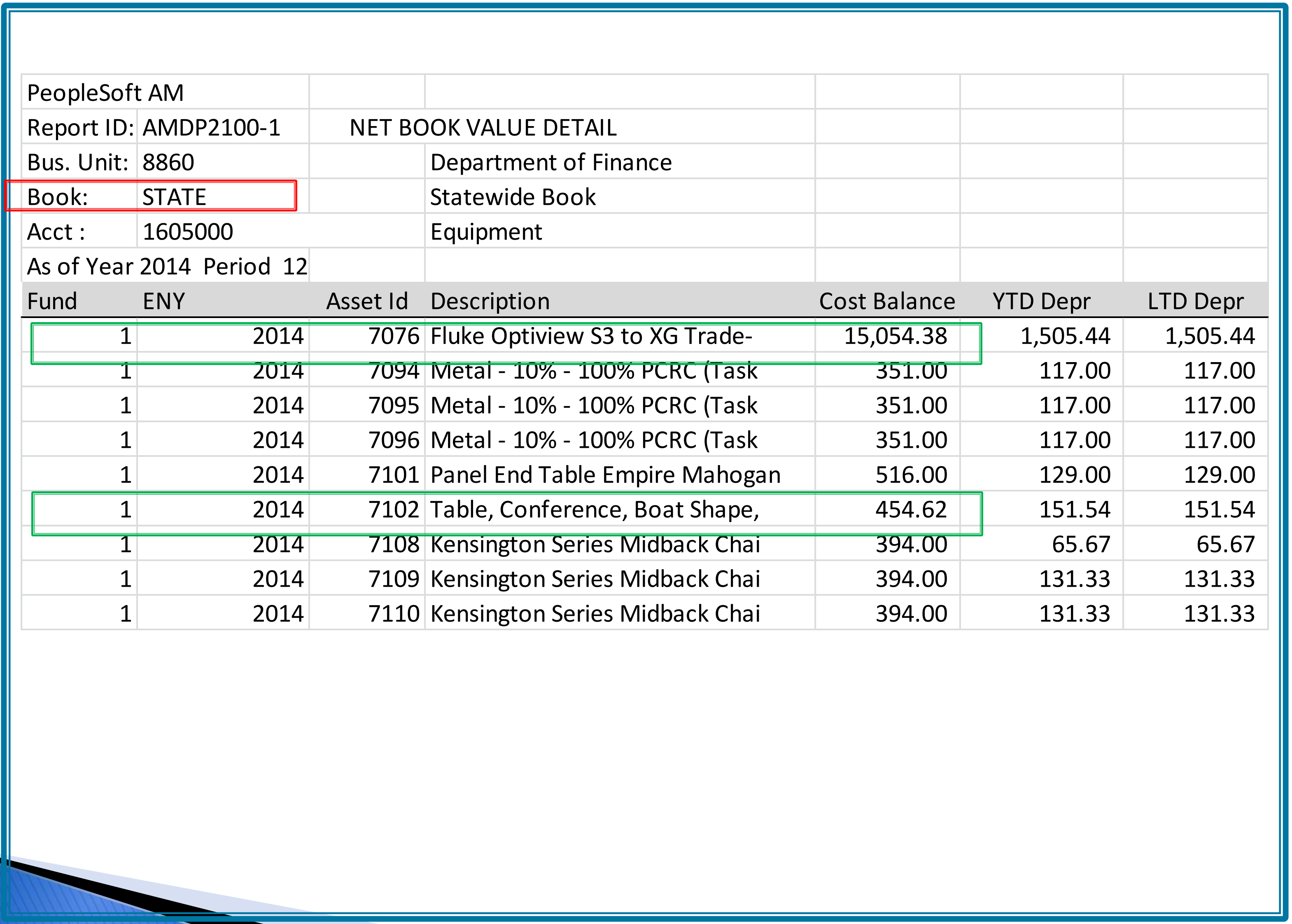
Asset History Sheet Summary

Run Time:

Business Unit: 8860
From 2014 Period 1
Asset Book: CAPITAL
Thru 2014 Period 12
Account: 1605000 Equipment

Asset	Description	In Serv	Depr.Mth	UL	Cost	Additions	Acc.Depr	Deprec
000000007002	COPIER, SHARP MX-	10/08/2014	Strt Line	60	0.00	10,173.53	1,526.03	1,526.03
000000007076	Fluke Optiview S3 to XG	01/05/2015	Strt Line	60	0.00	15,054.38	1,505.44	1,505.44
Total Account:	1605000 Equipment				2,059,973.58	86,269.09	1,526,361.48	251,209.67

Reports – Net Book Value Detail



PeopleSoft AM						
Report ID:	AMDP2100-1	NET BOOK VALUE DETAIL				
Bus. Unit:	8860		Department of Finance			
Book:	STATE		Statewide Book			
Acct :	1605000		Equipment			
As of Year 2014 Period 12						
Fund	ENY	Asset Id	Description	Cost Balance	YTD Depr	LTD Depr
1	2014	7076	Fluke Optiview S3 to XG Trade-	15,054.38	1,505.44	1,505.44
1	2014	7094	Metal - 10% - 100% PCRC (Task	351.00	117.00	117.00
1	2014	7095	Metal - 10% - 100% PCRC (Task	351.00	117.00	117.00
1	2014	7096	Metal - 10% - 100% PCRC (Task	351.00	117.00	117.00
1	2014	7101	Panel End Table Empire Mahogan	516.00	129.00	129.00
1	2014	7102	Table, Conference, Boat Shape,	454.62	151.54	151.54
1	2014	7108	Kensington Series Midback Chai	394.00	65.67	65.67
1	2014	7109	Kensington Series Midback Chai	394.00	131.33	131.33
1	2014	7110	Kensington Series Midback Chai	394.00	131.33	131.33

Asset Management

Supplemental Material for this segment:

1. Asset Related Accounts
2. AM – Statewide Asset Profile IDs
3. AM – Journal Entries
4. AM - Reports
5. AM - Tips

Accounts Receivable

Accounts Receivable

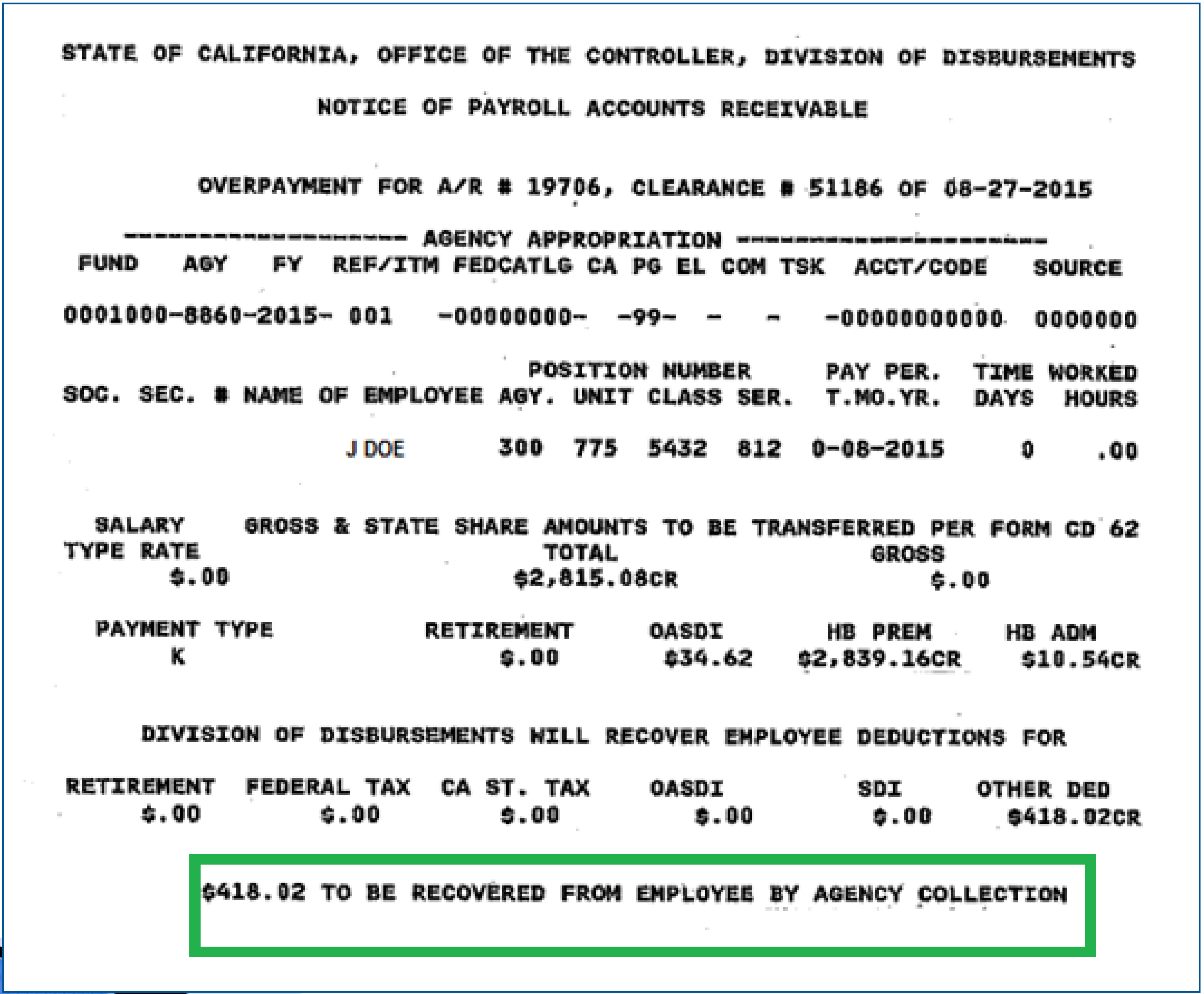
This segment will cover:

- Journal Entries (AR Module)
- Queries
- Reports & Reconciliations

Type of Accounts Receivable Transactions

- Abatement
- Reimbursement
- Revenue

Abatement – Payroll Accounts Receivable



```
STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS

               NOTICE OF PAYROLL ACCOUNTS RECEIVABLE


       OVERPAYMENT FOR A/R # 19706, CLEARANCE # 51186 OF 08-27-2015

    --------------------- AGENCY APPROPRIATION ----------------------
 FUND    AGY    FY   REF/ITM FEDCATLG CA PG EL COM TSK  ACCT/CODE   SOURCE

0001000-8860-2015- 001   -00000000-  -99-  -   -   -00000000000  0000000

                              POSITION NUMBER     PAY PER.  TIME WORKED
SOC. SEC. # NAME OF EMPLOYEE AGY. UNIT CLASS SER.  T.MO.YR.  DAYS  HOURS

                J DOE        300  775  5432  812  0-08-2015    0     .00


  SALARY     GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62
TYPE RATE                     TOTAL                    GROSS
      $.00                 $2,815.08CR                   $.00

  PAYMENT TYPE           RETIREMENT     OASDI     HB PREM     HB ADM
       K                     $.00       $34.62  $2,839.16CR   $10.54CR

     DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT  FEDERAL TAX  CA ST. TAX    OASDI        SDI     OTHER DED
    $.00        $.00        $.00         $.00       $.00     $418.02CR

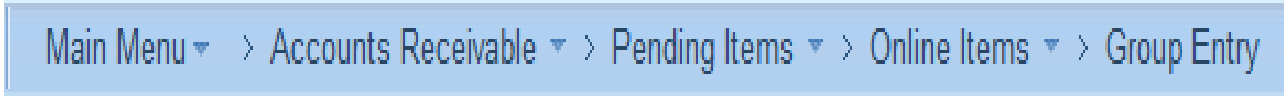
         $418.02 TO BE RECOVERED FROM EMPLOYEE BY AGENCY COLLECTION
```

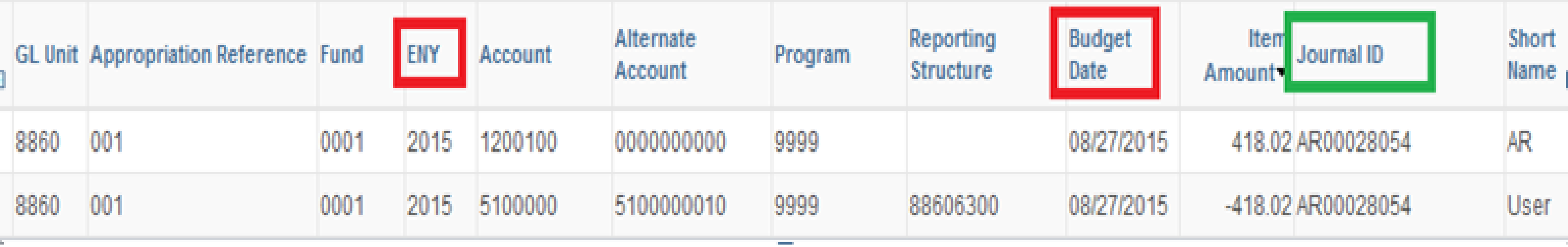
Journal Entries for Abatement

- Record Payroll AR - Abatement due to department

DR 1200100 (Accounts Receivable - Abatements)
CR 5100000 (Earnings – Permanent Civil Service Emp)

Journal Entries - Abatement (AR Module)

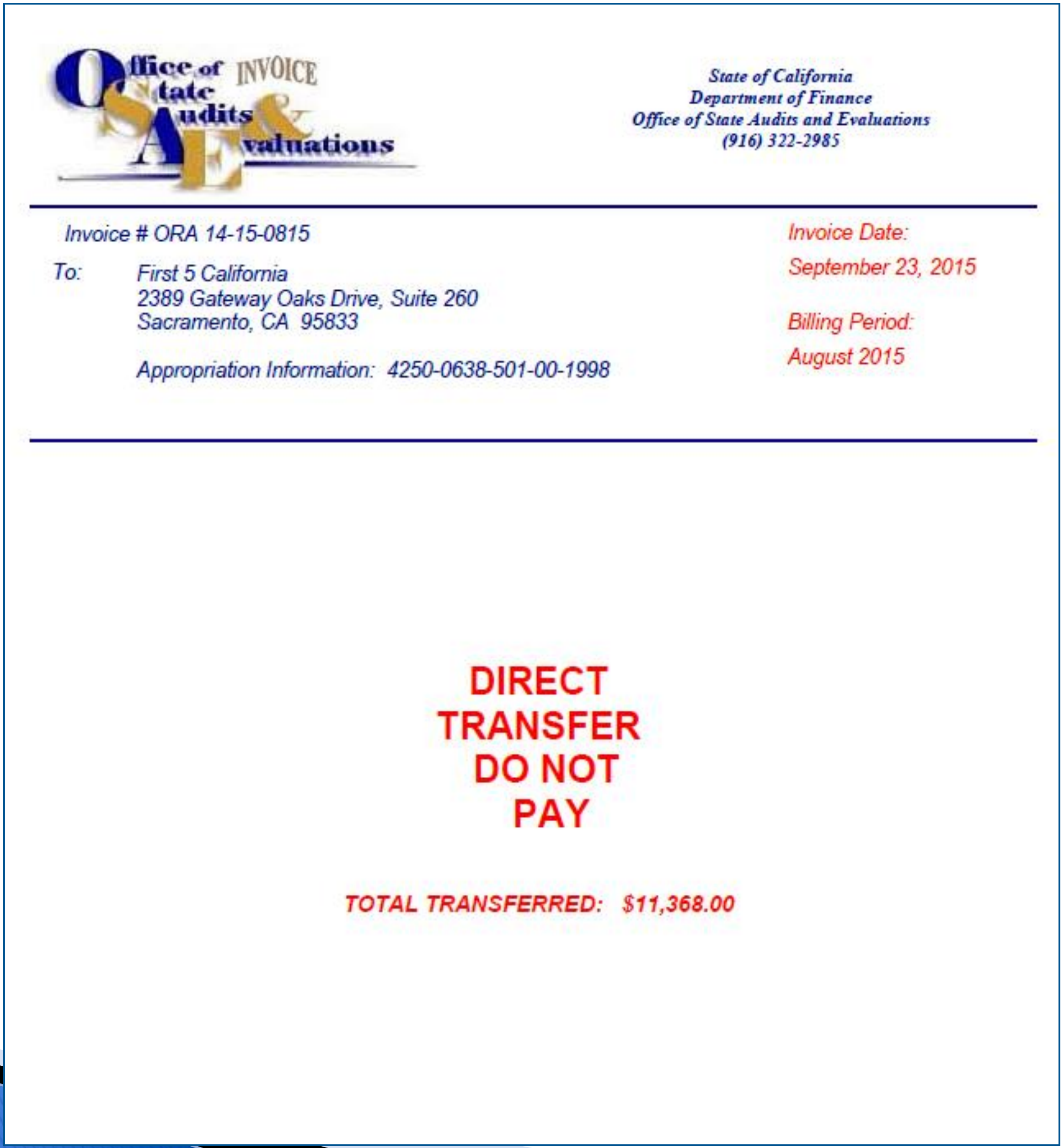

Main Menu › Accounts Receivable › Pending Items › Online Items › Group Entry



GL Unit	Appropriation Reference	Fund	ENY	Account	Alternate Account	Program	Reporting Structure	Budget Date	Item Amount	Journal ID	Short Name
8860	001	0001	2015	1200100	0000000000	9999		08/27/2015	418.02	AR00028054	AR
8860	001	0001	2015	5100000	5100000010	9999	88606300	08/27/2015	-418.02	AR00028054	User

(Job Aid: FI$CAL. 208)

Reimbursement Invoice



Office of State Audits & Evaluations

INVOICE

State of California
Department of Finance
Office of State Audits and Evaluations
(916) 322-2985

Invoice # ORA 14-15-0815

To:
First 5 California
2389 Gateway Oaks Drive, Suite 260
Sacramento, CA 95833

Appropriation Information: 4250-0638-501-00-1998

Invoice Date:
September 23, 2015

Billing Period:
August 2015

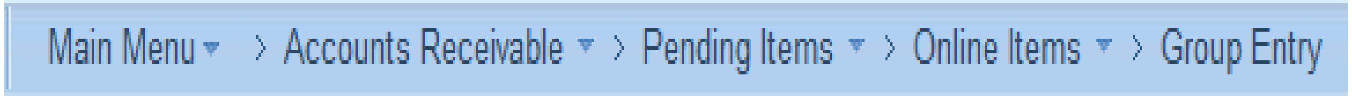
DIRECT TRANSFER DO NOT PAY

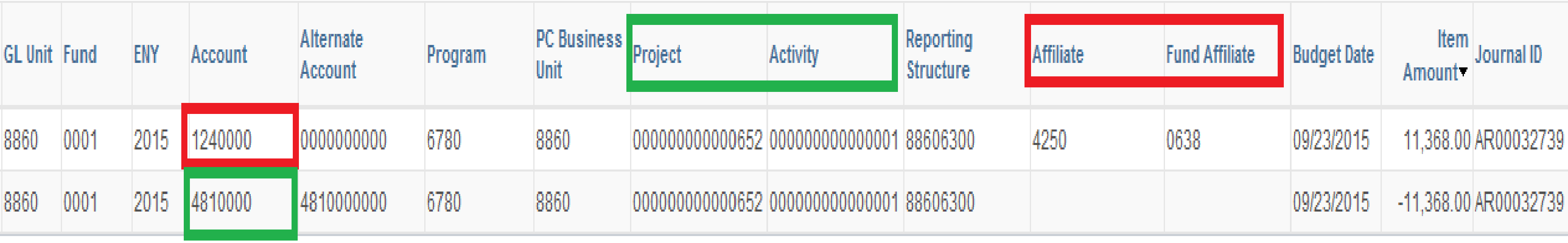
TOTAL TRANSFERRED: $11,368.00

Journal Entries for Reimbursement

- Record Billing of Reimbursements
  - DR 1240000 (Due From Other Funds)
  - DR 1240100 (Due from Other Appropriations)
  - CR 4810000 (Interdepartmental Reimb-From Other State Depts)

Journal Entries for Reimbursement (AR Module)


Main Menu
Accounts Receivable
Pending Items
Online Items
Group Entry



GL Unit	Fund	ENY	Account	Alternate Account	Program	PC Business Unit	Project	Activity	Reporting Structure	Affiliate	Fund Affiliate	Budget Date	Item Amount	Journal ID
8860	0001	2015	1240000	0000000000	6780	8860	000000000000652	000000000000001	88606300	4250	0638	09/23/2015	11,368.00	AR00032739
8860	0001	2015	4810000	4810000000	6780	8860	000000000000652	000000000000001	88606300			09/23/2015	-11,368.00	AR00032739

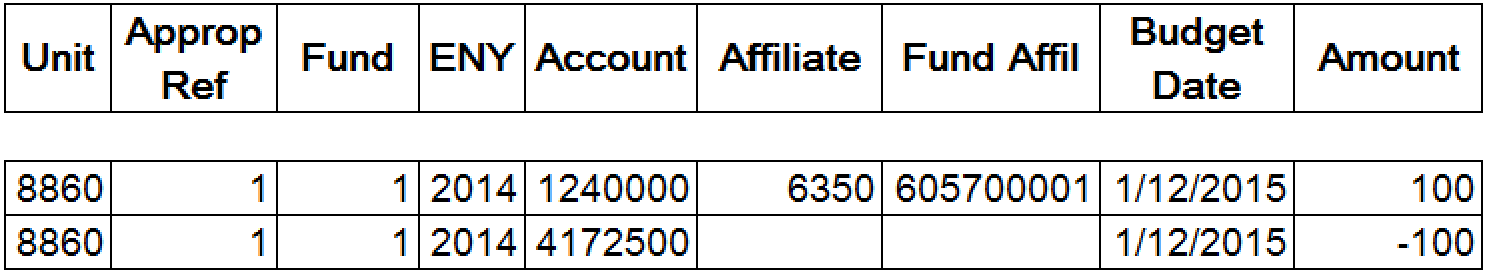
Journal Entries for Revenue

- Record Billing of Miscellaneous Revenue AR

  DR 1240000 (Due From Other Funds)

  CR 4172500 (Miscellaneous Revenue)

Journal Entries – Miscellaneous Revenue (AR Module)

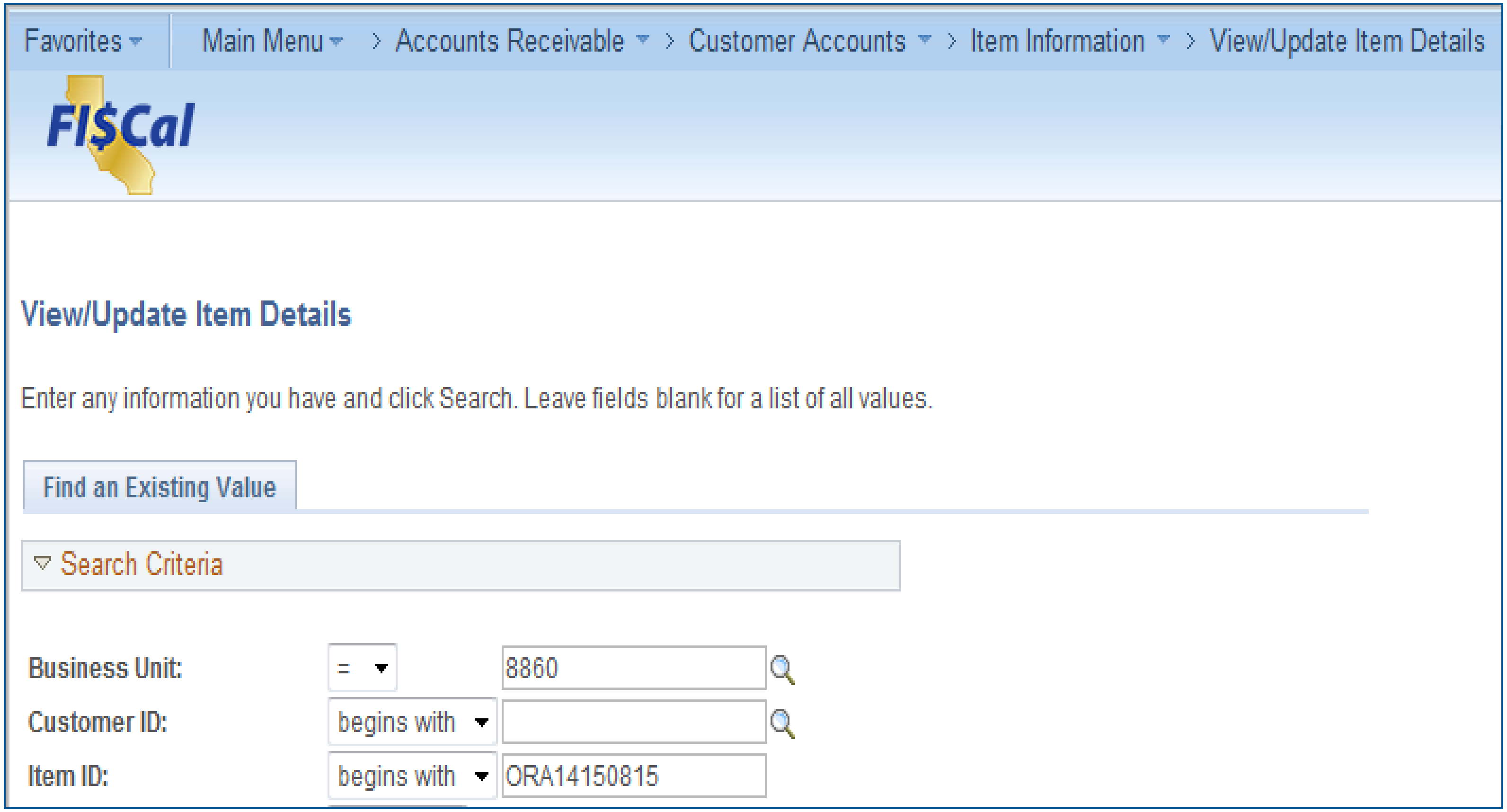


Unit	Approp Ref	Fund	ENY	Account	Affiliate	Fund Affil	Budget Date	Amount
8860	1	1	2014	1240000	6350	605700001	1/12/2015	100
8860	1	1	2014	4172500			1/12/2015	-100

Accounts Receivable Tips

- Always verify that the budget date is within the corresponding ENY. For example, for ENY 2014 the budget date should be from 7/1/14 through 6/30/15.
- When you are entering a “Due From Other Funds/ Appropriations” account (GL 1240000 and GL 1240100), always fill in the Affiliate and Fund Affiliate fields.
- When setting up an AR for Reimbursement, always fill in the Project and Activity fields.

How to View Data in AR Module


Favorites
Main Menu
Accounts Receivable
Customer Accounts
Item Information
View/Update Item Details
FI$Cal

View/Update Item Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

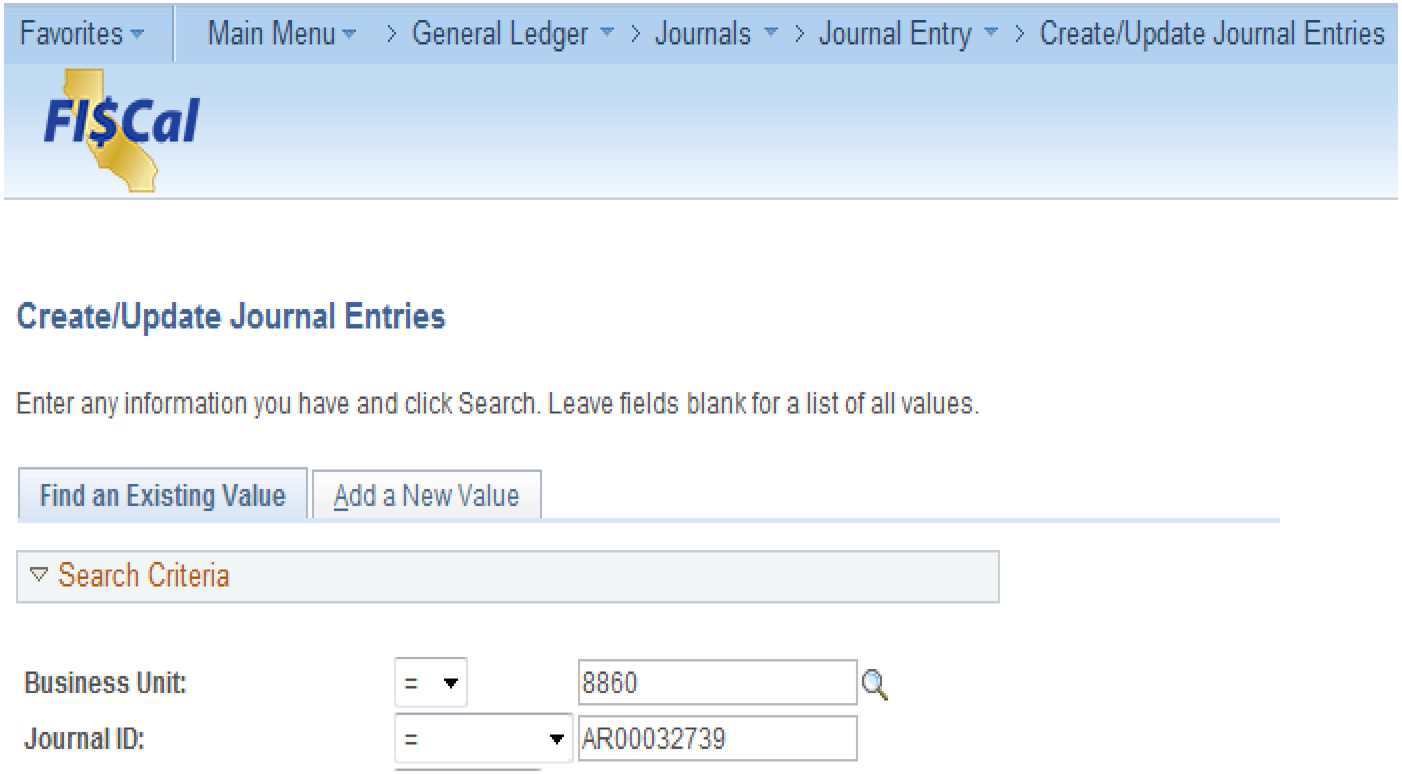
Find an Existing Value
Search Criteria

Business Unit: = 8860

Customer ID: begins with

Item ID: begins with ORA14150815

How to View Data in GL Module


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria

Business Unit: = 8860

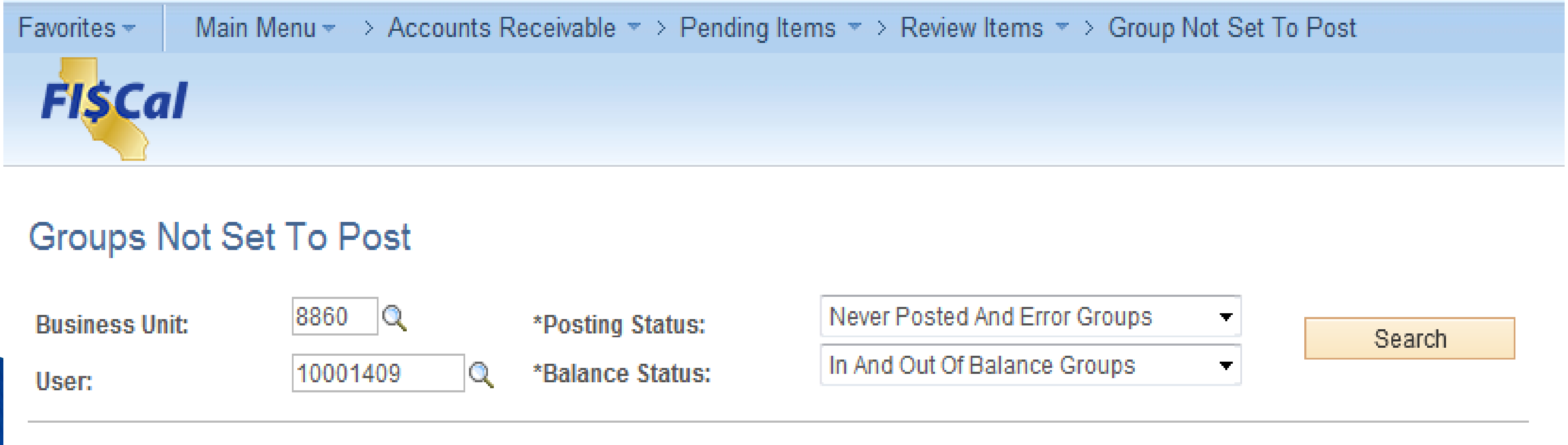
Journal ID: = AR00032739

Check for Outstanding Items

AR Items that were entered but not successfully posted to GL.

The following queries to run are:

- ZZ_Outstanding_Items (Job Aid FI$Cal.185)
- Groups Not Set to Post


Favorites
Main Menu
Accounts Receivable
Pending Items
Review Items
Group Not Set To Post
FI$Cal
Search

Groups Not Set To Post

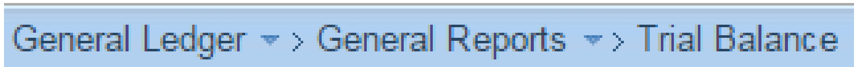
Business Unit: 8860

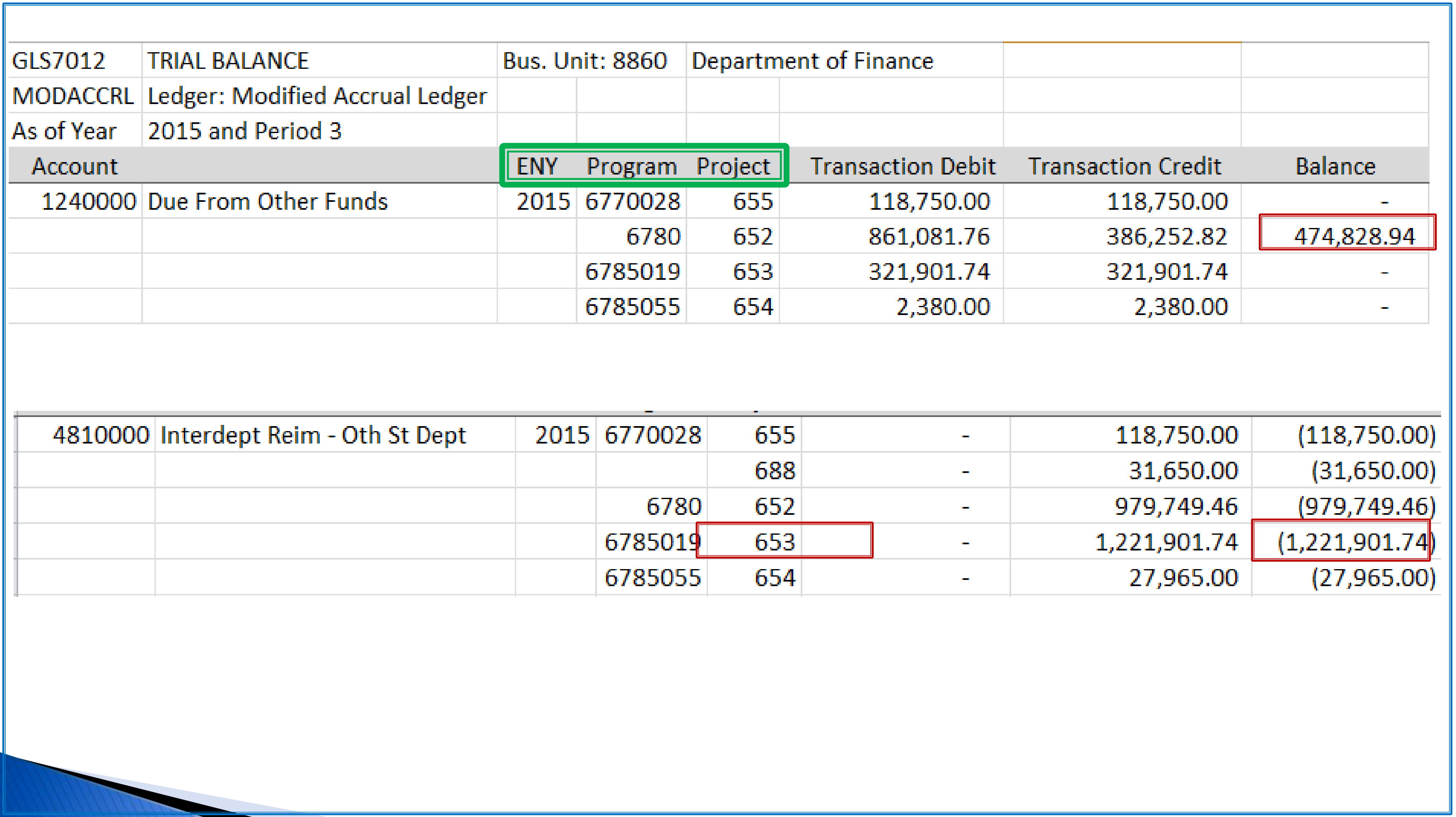
User: 10001409

*Posting Status: Never Posted And Error Groups

*Balance Status: In And Out Of Balance Groups

Accounts Receivable Reconciliation

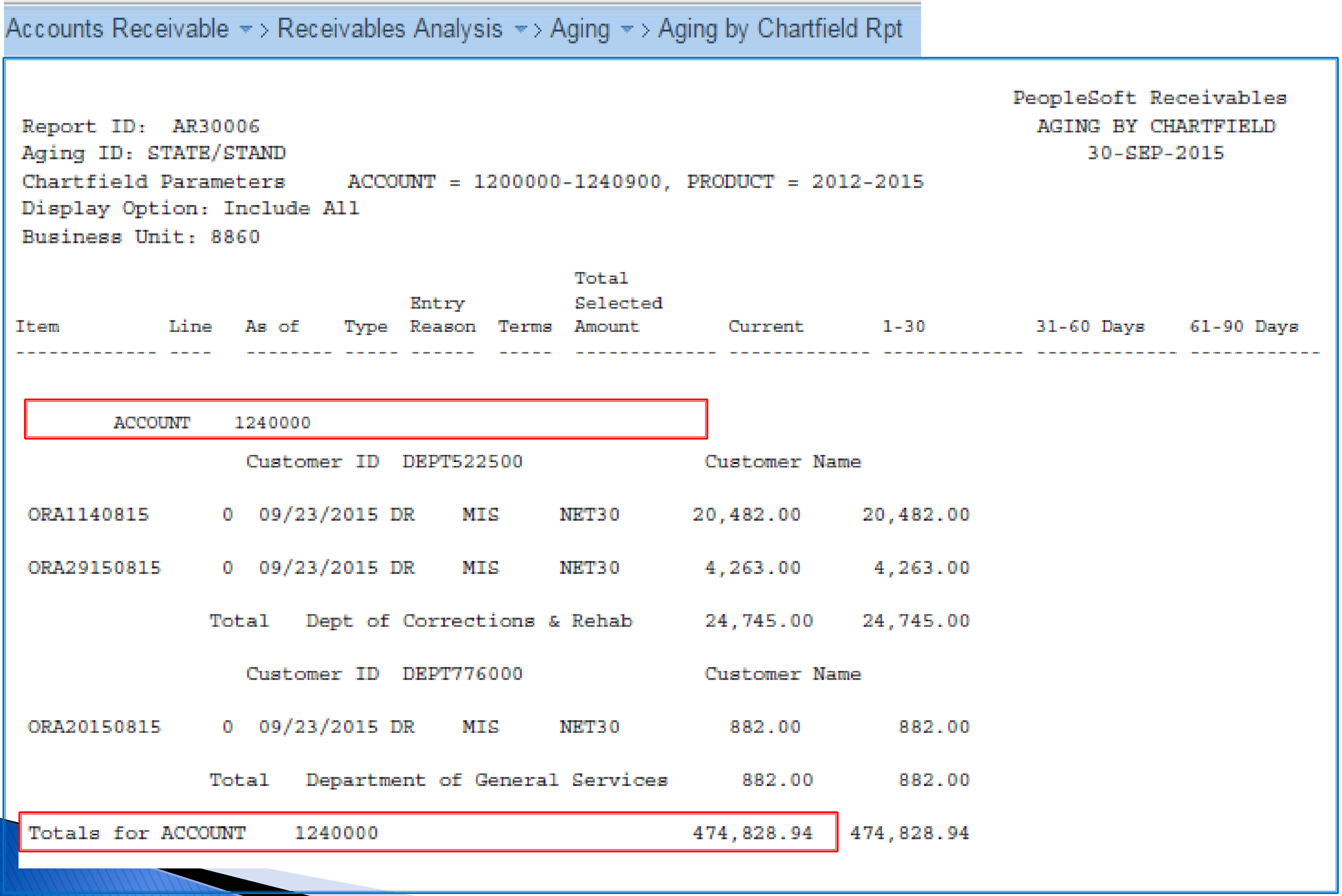




GLS7012	TRIAL BALANCE	Bus. Unit: 8860	Department of Finance				
MODACCRL	Ledger: Modified Accrual Ledger						
As of Year	2015 and Period 3						
Account		ENY	Program	Project	Transaction Debit	Transaction Credit	Balance
1240000	Due From Other Funds	2015	6770028	655	118,750.00	118,750.00	-
			6780	652	861,081.76	386,252.82	474,828.94
			6785019	653	321,901.74	321,901.74	-
			6785055	654	2,380.00	2,380.00	-

4810000	Interdept Reim - Oth St Dept	2015	6770028	655	-	118,750.00	(118,750.00)
				688	-	31,650.00	(31,650.00)
			6780	652	-	979,749.46	(979,749.46)
			6785019	653	-	1,221,901.74	(1,221,901.74)
			6785055	654	-	27,965.00	(27,965.00)

Accounts Receivable Reconciliation



Accounts Receivable > Receivables Analysis > Aging > Aging by Chartfield Rpt

```
                                                                                    PeopleSoft Receivables
Report ID:   AR30006                                                                 AGING BY CHARTFIELD
Aging ID: STATE/STAND                                                                    30-SEP-2015
Chartfield Parameters     ACCOUNT = 1200000-1240900, PRODUCT = 2012-2015
Display Option: Include All
Business Unit: 8860

                                                 Total
                                       Entry     Selected
Item           Line    As of     Type  Reason Terms Amount        Current      1-30        31-60 Days   61-90 Days
------------- ----    -------- ----- ------ ----- ------------- ------------ ------------ ------------ ------------

        ACCOUNT     1240000
                      Customer ID   DEPT522500               Customer Name

 ORA1140815       0   09/23/2015 DR     MIS      NET30       20,482.00      20,482.00

 ORA29150815      0   09/23/2015 DR     MIS      NET30        4,263.00       4,263.00

                   Total    Dept of Corrections & Rehab       24,745.00     24,745.00

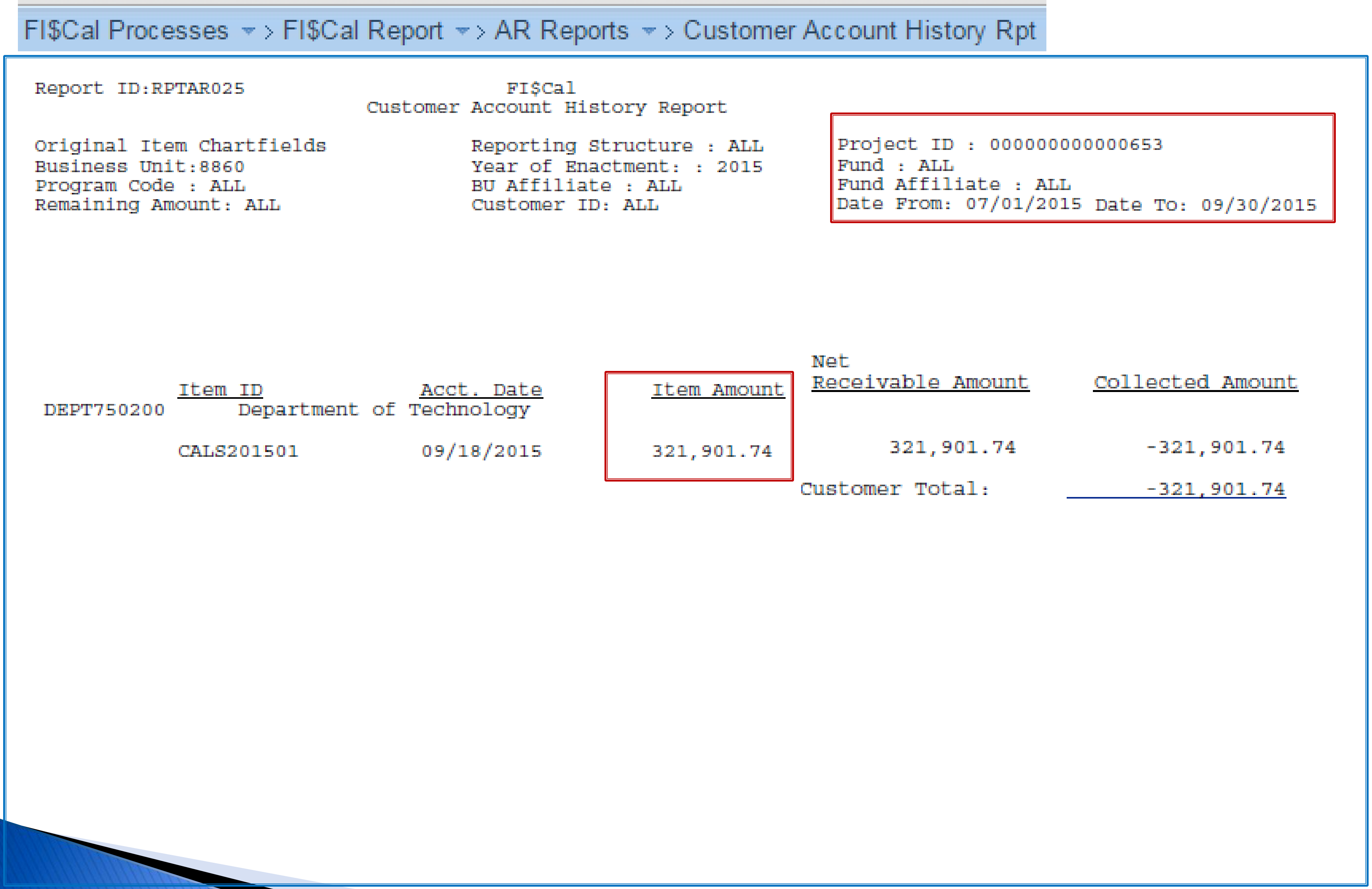
                      Customer ID   DEPT776000               Customer Name

 ORA20150815      0   09/23/2015 DR     MIS      NET30          882.00         882.00

                   Total    Department of General Services       882.00         882.00

 Totals for ACCOUNT     1240000                              474,828.94    474,828.94
```

Accounts Receivable Reconciliation



FI$Cal Processes > FI$Cal Report > AR Reports > Customer Account History Rpt

```
Report ID:RPTAR025                          FI$Cal
                                 Customer Account History Report

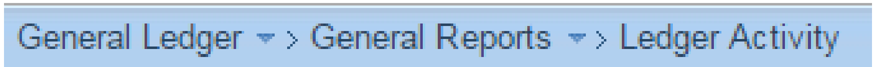
Original Item Chartfields            Reporting Structure : ALL      Project ID : 000000000000653
Business Unit:8860                   Year of Enactment: : 2015      Fund : ALL
Program Code : ALL                   BU Affiliate : ALL             Fund Affiliate : ALL
Remaining Amount: ALL                Customer ID: ALL               Date From: 07/01/2015  Date To: 09/30/2015

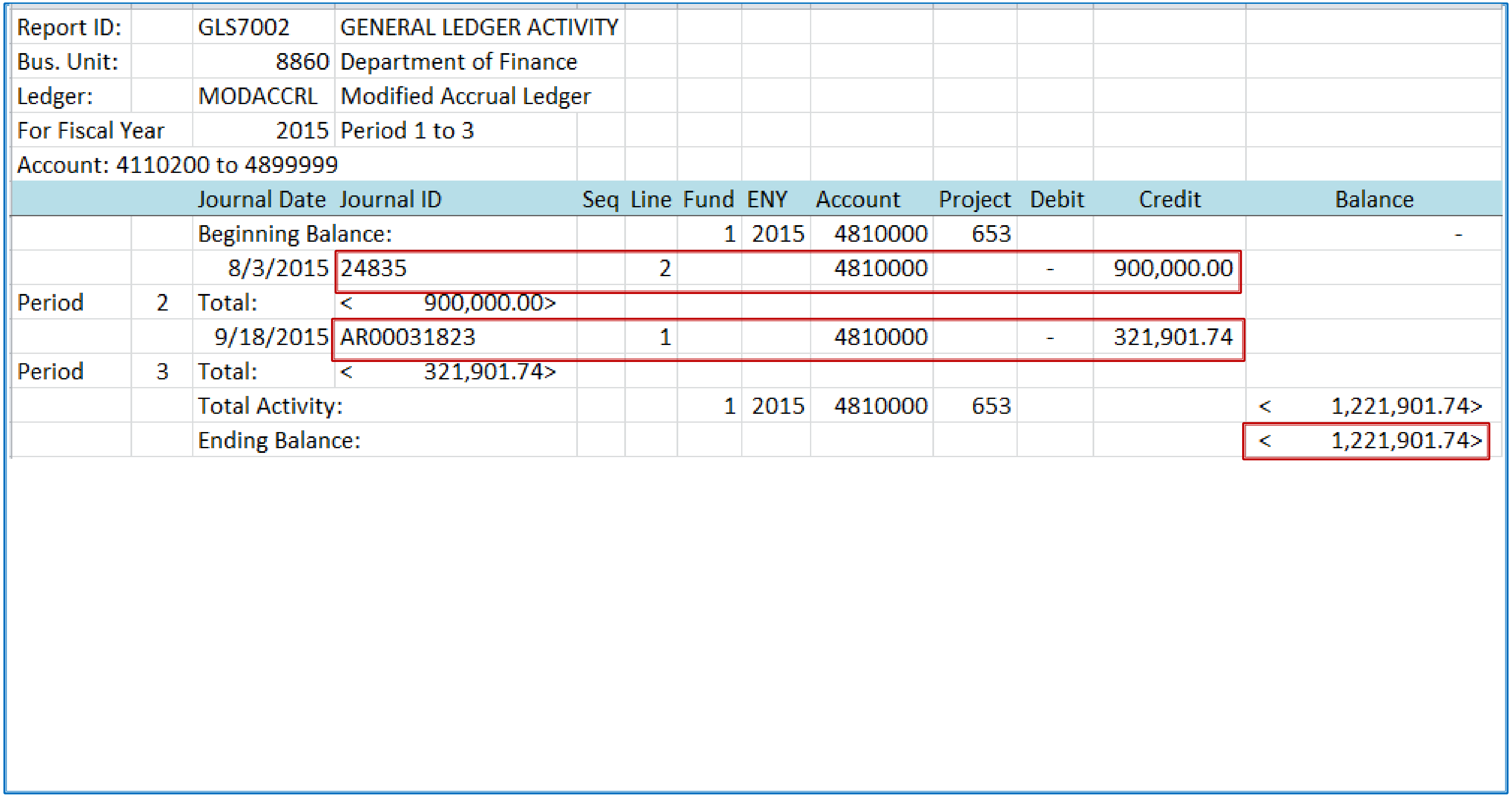


                                                                   Net
            Item ID                Acct. Date         Item Amount  Receivable Amount      Collected Amount
DEPT750200       Department of Technology

            CALS201501             09/18/2015          321,901.74         321,901.74           -321,901.74
                                                                  Customer Total:             -321,901.74
```

Accounts Receivable Reconciliation





Report ID: GLS7002 GENERAL LEDGER ACTIVITY
Bus. Unit: 8860 Department of Finance
Ledger: MODACCRL Modified Accrual Ledger
For Fiscal Year 2015 Period 1 to 3
Account: 4110200 to 4899999

		Journal Date	Journal ID	Seq	Line	Fund	ENY	Account	Project	Debit	Credit	Balance
		Beginning Balance:				1	2015	4810000	653			-
		8/3/2015	24835		2			4810000		-	900,000.00	
Period	2	Total:	< 900,000.00>									
		9/18/2015	AR00031823		1			4810000		-	321,901.74	
Period	3	Total:	< 321,901.74>									
		Total Activity:				1	2015	4810000	653			< 1,221,901.74>
		Ending Balance:										< 1,221,901.74>

Accounts Receivable

Supplemental Material for this segment:

- AR - Journal Entries
- AR – Reports/Queries

Cash Receipts
(AR Module)

Cash Receipts

This segment will cover:

- Key Concepts
- Cash Receipts Transactions
  - Bank Deposit
  - Non-Bank Deposit
- Journal Entries and Remittance
- Reports and Queries

Key Concepts

- Requires two roles to complete a deposit:
  - AR Payment Processor
  - AR Payment Approver
- SCO journal entries (i.e., payroll ARs and direct billings) which impact an AR balance are now posted as "deposit" transactions.
- Remittance of receipts to Cash in State Treasury (l104000 account) is now system generated in FI$Cal.

Key Concepts

- Cash in State Treasury 1104000 account is no longer at the department level. This is now at the statewide level under Business Unit (BU) 0000.
- Deposit transactions are posted to the 1109300 Pending Cash Transfers, not to the 1101000 General Cash account.

Cash Receipts Transactions

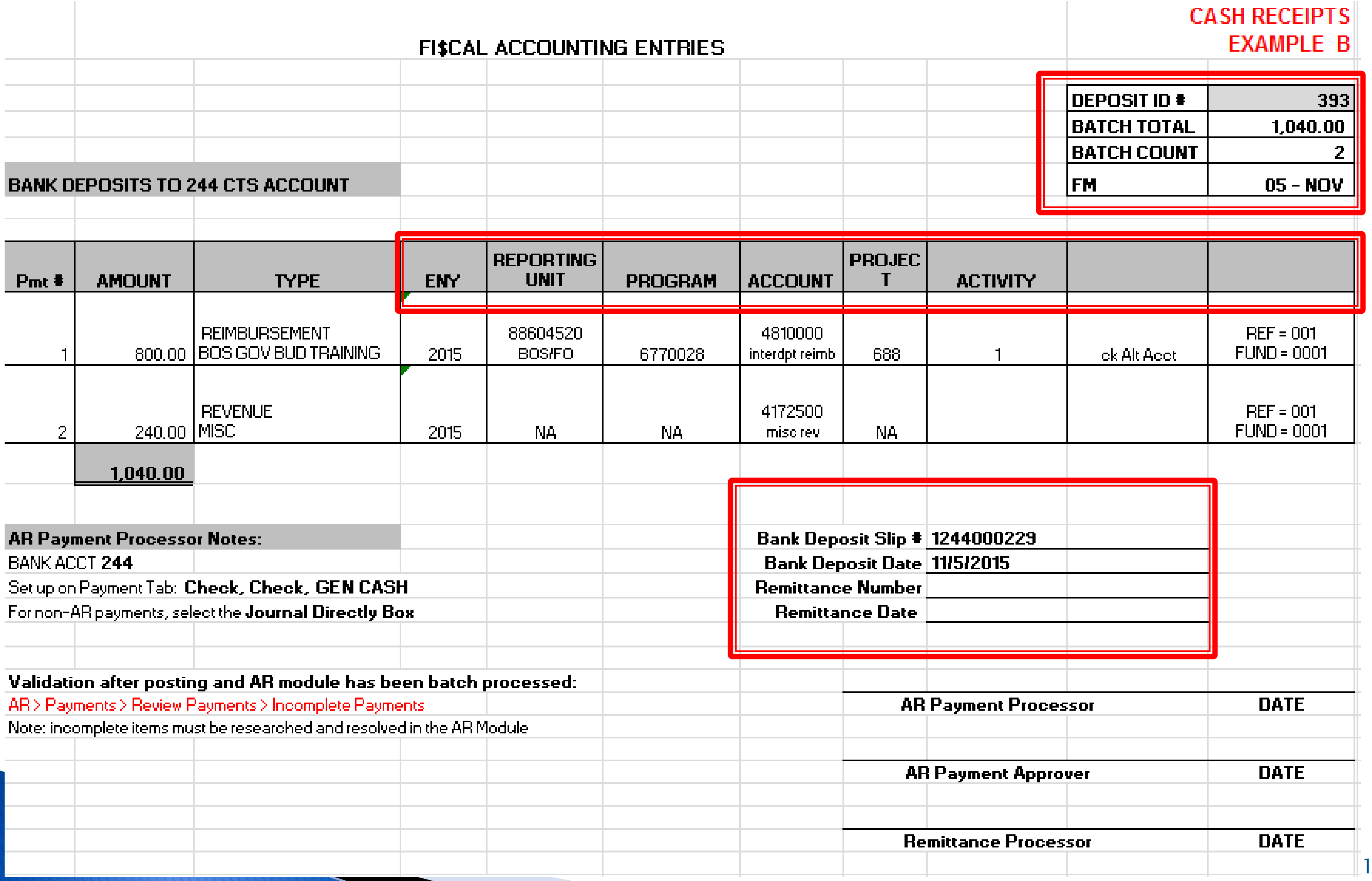
A. Bank Deposits
  1. Abatement
  2. Reimbursement
  3. Revenue
  4. Office Revolving Fund (ORF)

B. Non-Bank Deposits (SCO Journal Entries)
  1. Payroll AR (AR0 and APO)
  2. Direct Billing

Bank Deposits

1. Determine if the receipt is for an AR payment or a miscellaneous receipt (non-AR payment)
2. Complete Batch Header & Deposit Log
3. Post in FI$Cal to the department's CTS bank account

Bank Deposit Example



CASH RECEIPTS
EXAMPLE B

FI$CAL ACCOUNTING ENTRIES

DEPOSIT ID #	393
BATCH TOTAL	1,040.00
BATCH COUNT	2
FM	05 - NOV

BANK DEPOSITS TO 244 CTS ACCOUNT

Pmt #	AMOUNT	TYPE	ENY	REPORTING UNIT	PROGRAM	ACCOUNT	PROJECT	ACTIVITY		
1	800.00	REIMBURSEMENT BOS GOV BUD TRAINING	2015	88604520 BOS/FO	6770028	4810000 interdpt reimb	688	1	ck Alt Acct	REF = 001 FUND = 0001
2	240.00	REVENUE MISC	2015	NA	NA	4172500 misc rev	NA			REF = 001 FUND = 0001
	1,040.00									

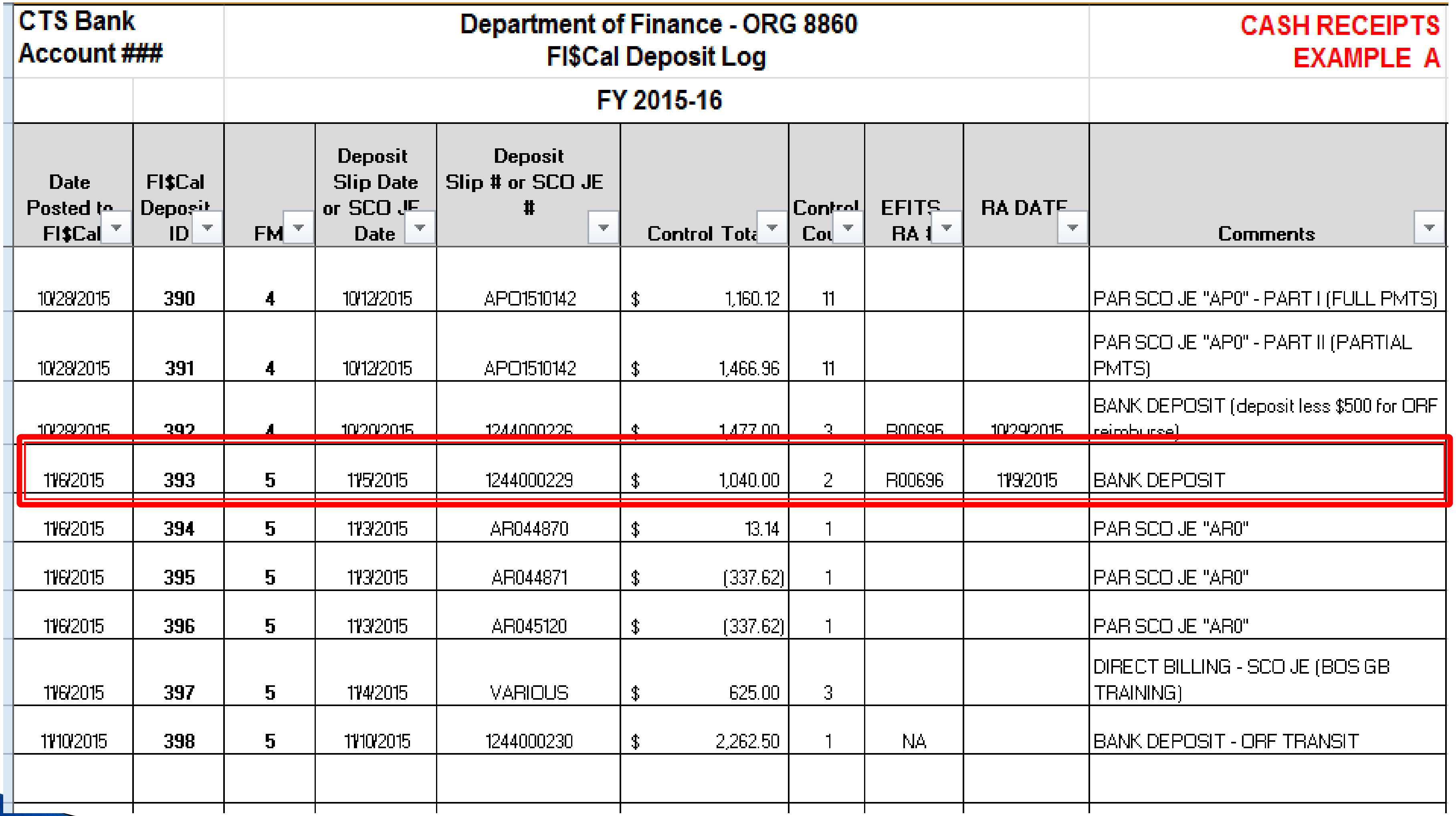
AR Payment Processor Notes:
BANK ACCT **244**
Set up on Payment Tab: **Check, Check, GEN CASH**
For non-AR payments, select the **Journal Directly Box**

Bank Deposit Slip # 1244000229
Bank Deposit Date 11/5/2015
Remittance Number
Remittance Date

Validation after posting and AR module has been batch processed:
AR > Payments > Review Payments > Incomplete Payments
Note: incomplete items must be researched and resolved in the AR Module

AR Payment Processor	**DATE**
AR Payment Approver	**DATE**
Remittance Processor	**DATE**

Deposit Log



CTS Bank Account ###

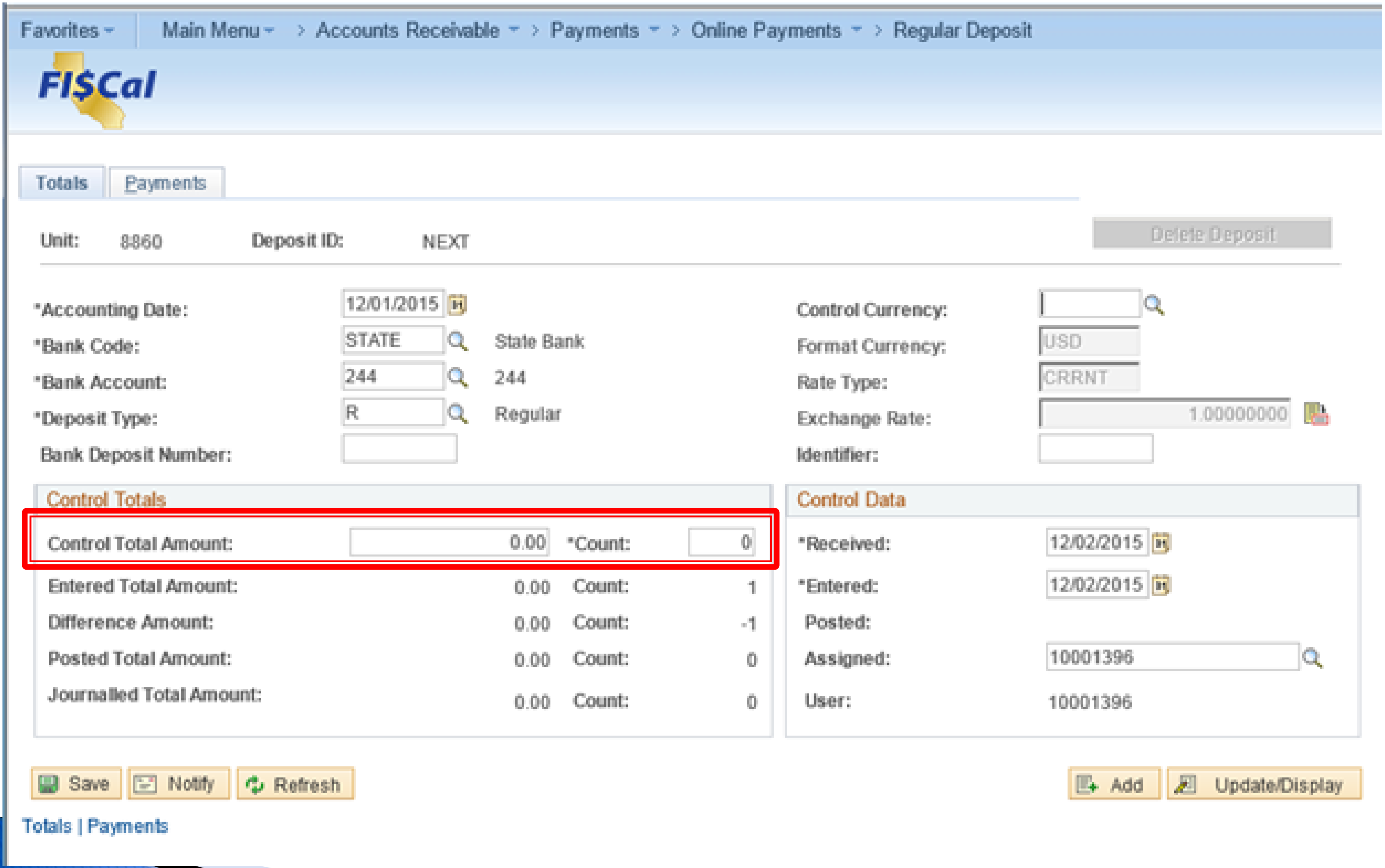
Department of Finance - ORG 8860
FI$Cal Deposit Log

CASH RECEIPTS EXAMPLE A

FY 2015-16

Date Posted to FI$Cal	FI$Cal Deposit ID	FM	Deposit Slip Date or SCO JE Date	Deposit Slip # or SCO JE #	Control Tota	Control Cou	EFITS RA	RA DATE	Comments
10/28/2015	**390**	**4**	10/12/2015	APO1510142	$ 1,160.12	11			PAR SCO JE "AP0" - PART I (FULL PMTS)
10/28/2015	**391**	**4**	10/12/2015	APO1510142	$ 1,466.96	11			PAR SCO JE "AP0" - PART II (PARTIAL PMTS)
10/28/2015	**392**	**4**	10/20/2015	1244000226	$ 1,477.00	3	R00695	10/29/2015	BANK DEPOSIT (deposit less $500 for ORF reimburse)
11/6/2015	**393**	**5**	11/5/2015	1244000229	$ 1,040.00	2	R00696	11/9/2015	BANK DEPOSIT
11/6/2015	**394**	**5**	11/3/2015	AR044870	$ 13.14	1			PAR SCO JE "AR0"
11/6/2015	**395**	**5**	11/3/2015	AR044871	$ (337.62)	1			PAR SCO JE "AR0"
11/6/2015	**396**	**5**	11/3/2015	AR045120	$ (337.62)	1			PAR SCO JE "AR0"
11/6/2015	**397**	**5**	11/4/2015	VARIOUS	$ 625.00	3			DIRECT BILLING - SCO JE (BOS GB TRAINING)
11/10/2015	**398**	**5**	11/10/2015	1244000230	$ 2,262.50	1	NA		BANK DEPOSIT - ORF TRANSIT

Deposit Screen



Favorites
Main Menu
> Accounts Receivable
> Payments
> Online Payments
> Regular Deposit
FI$Cal
Totals
Payments
Delete Deposit

Unit: 8860 Deposit ID: NEXT

*Accounting Date: 12/01/2015

*Bank Code: STATE State Bank

*Bank Account: 244 244

*Deposit Type: R Regular

Bank Deposit Number:

Control Currency:

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Identifier:

Control Totals

Control Total Amount:	0.00	*Count:	0
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data

*Received: 12/02/2015

*Entered: 12/02/2015

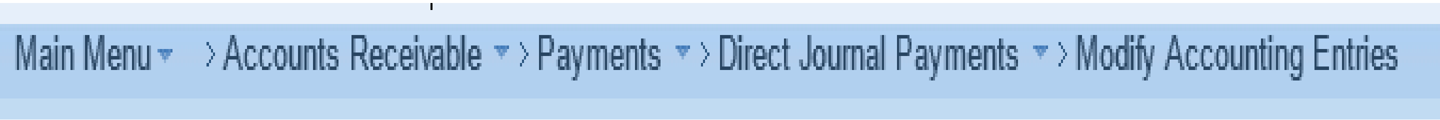
Posted:

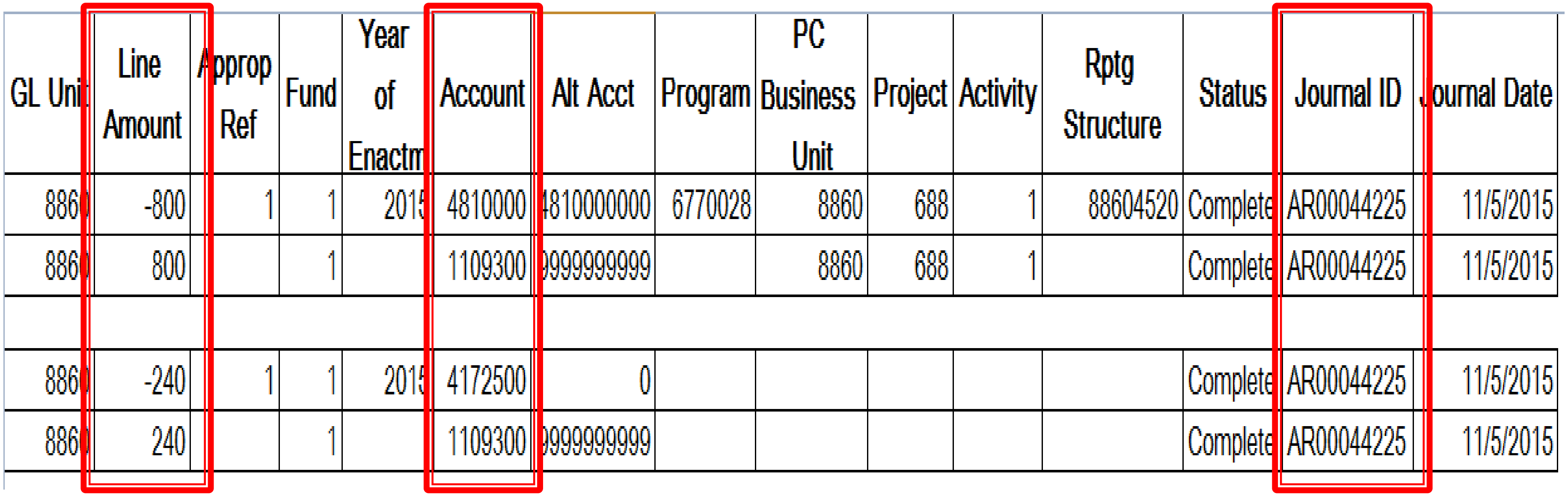
Assigned: 10001396

User: 10001396

Save
Notify
Refresh
Add
Update/Display
Totals | Payments

Journal Entries – AR Module

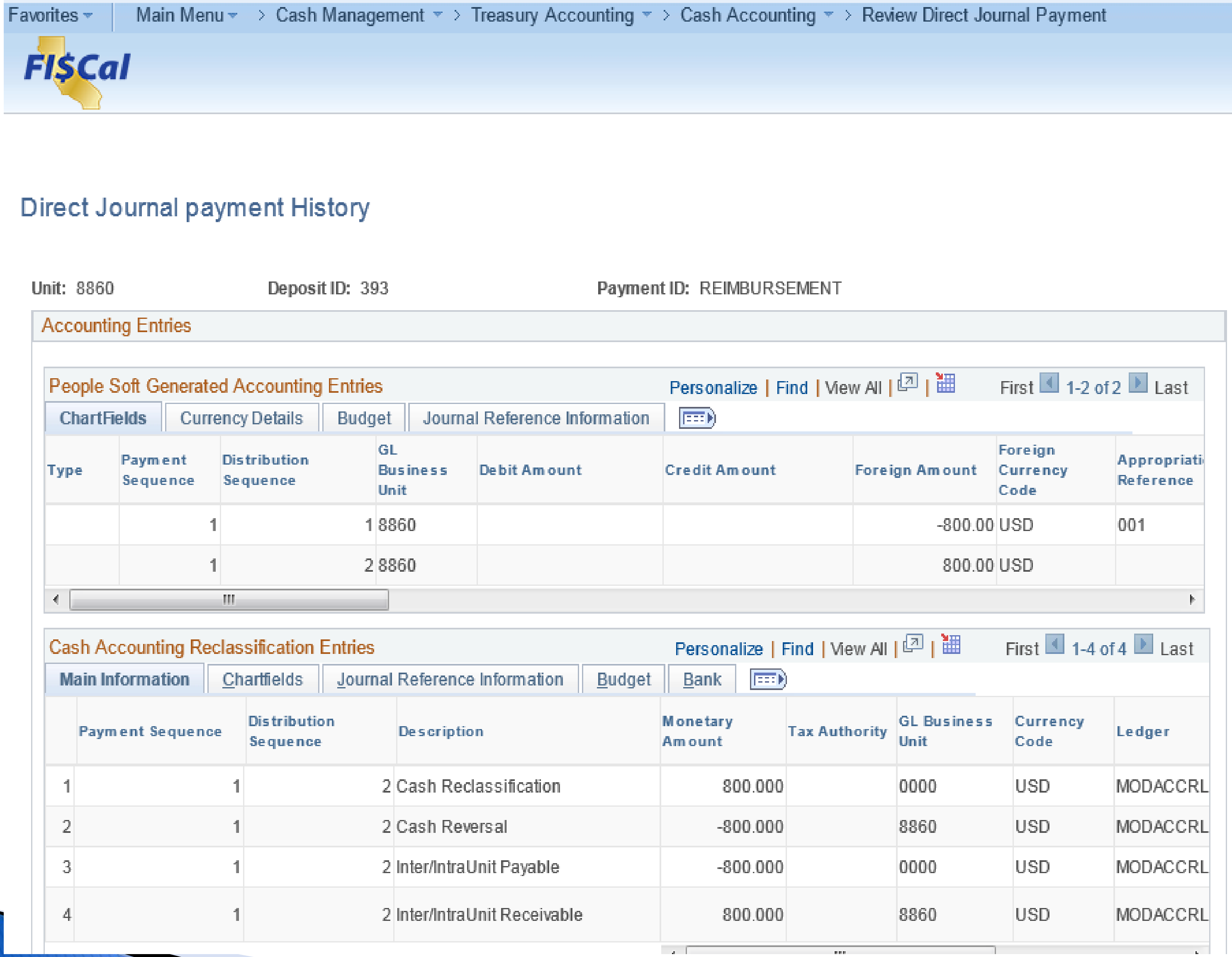

Main Menu › Accounts Receivable › Payments › Direct Journal Payments › Modify Accounting Entries



GL Unit	Line Amount	Approp Ref	Fund	Year of Enactm	Account	Alt Acct	Program	PC Business Unit	Project	Activity	Rptg Structure	Status	Journal ID	Journal Date
8860	-800	1	1	2015	4810000	4810000000	6770028	8860	688	1	88604520	Complete	AR00044225	11/5/2015
8860	800		1		1109300	9999999999		8860	688	1		Complete	AR00044225	11/5/2015
8860	-240	1	1	2015	4172500	0						Complete	AR00044225	11/5/2015
8860	240		1		1109300	9999999999						Complete	AR00044225	11/5/2015

Note: some cells are hidden for display purposes

System Generated Entries


Favorites
Main Menu
Cash Management
Treasury Accounting
Cash Accounting
Review Direct Journal Payment
FI$Cal
Personalize | Find | View All
First 1-2 of 2 Last
ChartFields
Currency Details
Budget
Journal Reference Information
First 1-4 of 4 Last
Main Information
Chartfields
Journal Reference Information
Budget
Bank

Direct Journal payment History

Unit: 8860 **Deposit ID:** 393 **Payment ID:** REIMBURSEMENT

Accounting Entries

People Soft Generated Accounting Entries

Type	Payment Sequence	Distribution Sequence	GL Business Unit	Debit Amount	Credit Amount	Foreign Amount	Foreign Currency Code	Appropriati Reference
	1	1	8860			-800.00	USD	001
	1	2	8860			800.00	USD	

Cash Accounting Reclassification Entries

	Payment Sequence	Distribution Sequence	Description	Monetary Amount	Tax Authority	GL Business Unit	Currency Code	Ledger
1	1	2	Cash Reclassification	800.000		0000	USD	MODACCRL
2	1	2	Cash Reversal	-800.000		8860	USD	MODACCRL
3	1	2	Inter/IntraUnit Payable	-800.000		0000	USD	MODACCRL
4	1	2	Inter/IntraUnit Receivable	800.000		8860	USD	MODACCRL

Summary of Journal Entries

AR Module – Miscellaneous Receipts

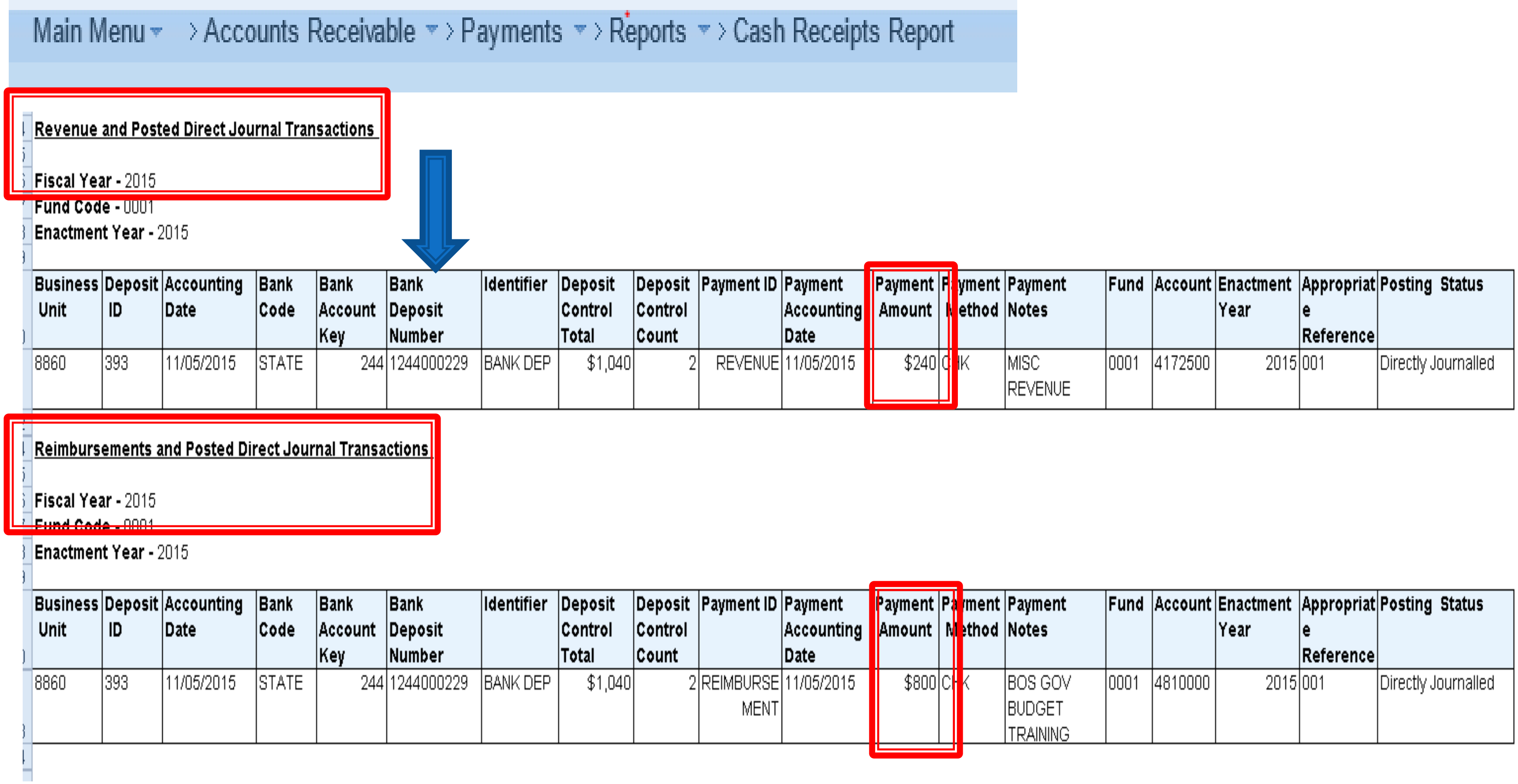
DR	1109300 Pending Cash Transfers – AR	$1,040	*BU8860*
CR	41XXXXX Revenue and	$ 240	*BU8860*
	48XXXXX Reimbursements	$ 800	*BU8860*

CM Module – Reclassification of Cash

DR	6520000 Unapp. InterUnit Transfers In	$1,040	*BU8860*
CR	1109300 Pending Cash Transfers – AR	$1,040	*BU8860*

DR	1104000 Cash in State Treasury	$1,040	*BU0000*
CR	6510000 Unapp. InterUnit Transfers Out	$1,040	*BU0000*

Cash Receipts Report



Main Menu > Accounts Receivable > Payments > Reports > Cash Receipts Report

Revenue and Posted Direct Journal Transactions

Fiscal Year - 2015
Fund Code - 0001
Enactment Year - 2015

Business Unit	Deposit ID	Accounting Date	Bank Code	Bank Account Key	Bank Deposit Number	Identifier	Deposit Control Total	Deposit Control Count	Payment ID	Payment Accounting Date	Payment Amount	Payment Method	Payment Notes	Fund	Account	Enactment Year	Appropriate Reference	Posting Status
8860	393	11/05/2015	STATE	244	1244000229	BANK DEP	$1,040	2	REVENUE	11/05/2015	$240	CHK	MISC REVENUE	0001	4172500	2015	001	Directly Journalled

Reimbursements and Posted Direct Journal Transactions

Fiscal Year - 2015
Fund Code - 0001
Enactment Year - 2015

Business Unit	Deposit ID	Accounting Date	Bank Code	Bank Account Key	Bank Deposit Number	Identifier	Deposit Control Total	Deposit Control Count	Payment ID	Payment Accounting Date	Payment Amount	Payment Method	Payment Notes	Fund	Account	Enactment Year	Appropriate Reference	Posting Status
8860	393	11/05/2015	STATE	244	1244000229	BANK DEP	$1,040	2	REIMBURSEMENT	11/05/2015	$800	CHK	BOS GOV BUDGET TRAINING	0001	4810000	2015	001	Directly Journalled

Note: some cells are hidden for display purposes

Journal Entry for AR Payments

AR Module – Miscellaneous Receipts

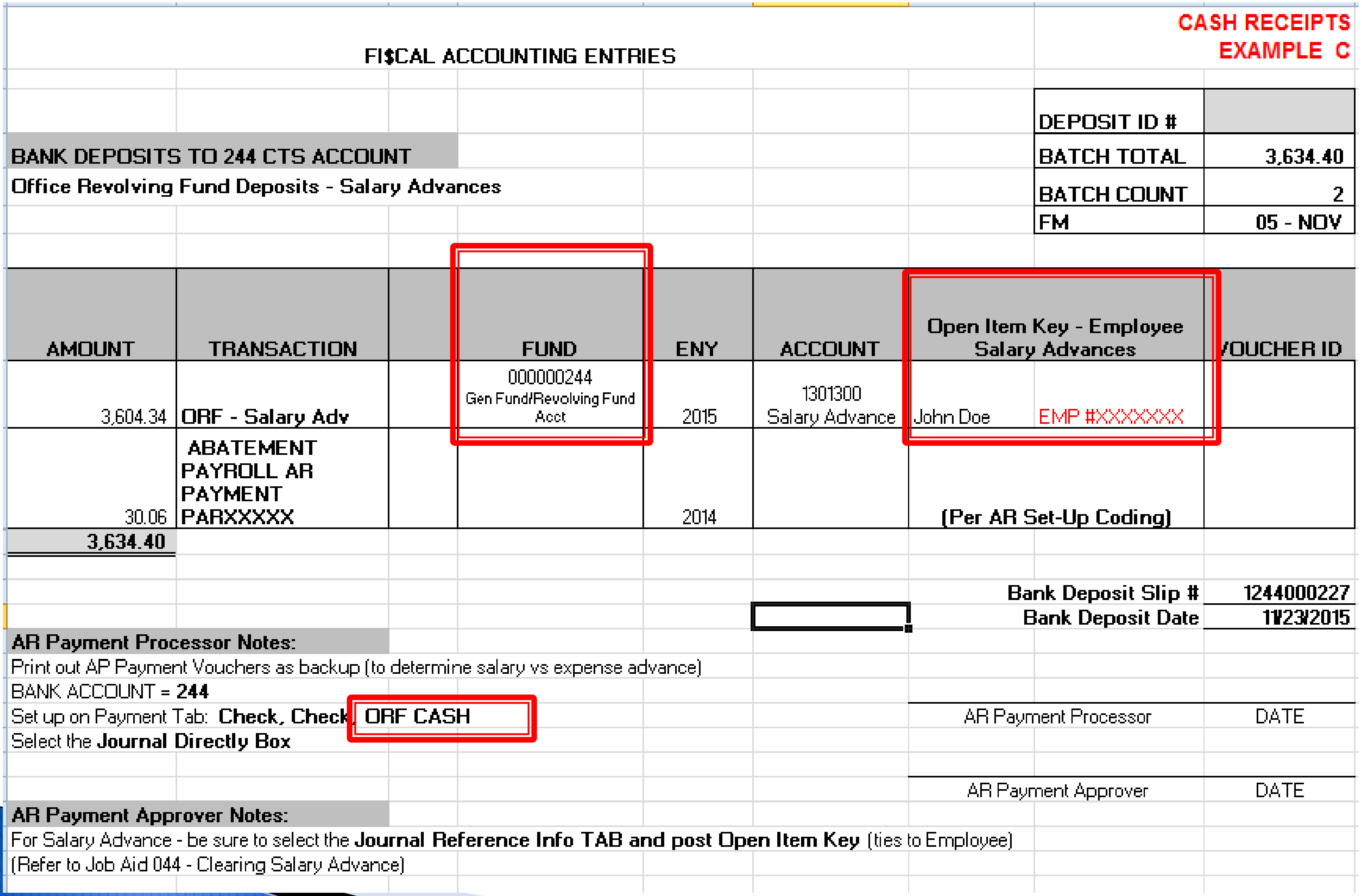
DR	1109300	Pending Cash Transfers – AR	*BU8860*
CR	12XXXX	Accounts Receivable	*BU8860*

CM Module – Reclassification of Cash

DR	6520000	Unapp. InterUnit Transfers In	*BU8860*
CR	1109300	Pending Cash Transfers – AR	*BU8860*

DR	1104000	Cash in State Treasury	*BU0000*
CR	6510000	Unapp. InterUnit Transfers Out	*BU0000*

ORF Salary Advances



FI$CAL ACCOUNTING ENTRIES

CASH RECEIPTS EXAMPLE C

DEPOSIT ID #	
BATCH TOTAL	3,634.40
BATCH COUNT	2
FM	05 - NOV

BANK DEPOSITS TO 244 CTS ACCOUNT

Office Revolving Fund Deposits - Salary Advances

AMOUNT	TRANSACTION		FUND	ENY	ACCOUNT	Open Item Key - Employee Salary Advances	VOUCHER ID
3,604.34	ORF - Salary Adv		000000244 Gen Fund/Revolving Fund Acct	2015	1301300 Salary Advance	John Doe EMP #XXXXXXX	
30.06	ABATEMENT PAYROLL AR PAYMENT PARXXXXX			2014		(Per AR Set-Up Coding)	
3,634.40							

Bank Deposit Slip # 1244000227

Bank Deposit Date 11/23/2015

AR Payment Processor Notes:

Print out AP Payment Vouchers as backup (to determine salary vs expense advance)

BANK ACCOUNT = **244**

Set up on Payment Tab: **Check**, **Check**, **ORF CASH**

Select the **Journal Directly Box**

AR Payment Processor DATE

AR Payment Approver DATE

AR Payment Approver Notes:

For Salary Advance - be sure to select the **Journal Reference Info TAB and post Open Item Key** (ties to Employee)

(Refer to Job Aid 044 - Clearing Salary Advance)

Journal Entry for ORF

AR Module – ORF Salary Advance Payment

DR	1109300 Pending Cash Transfers – AR	*BU8860*
CR	1301300 Salary Advances	*BU8860*

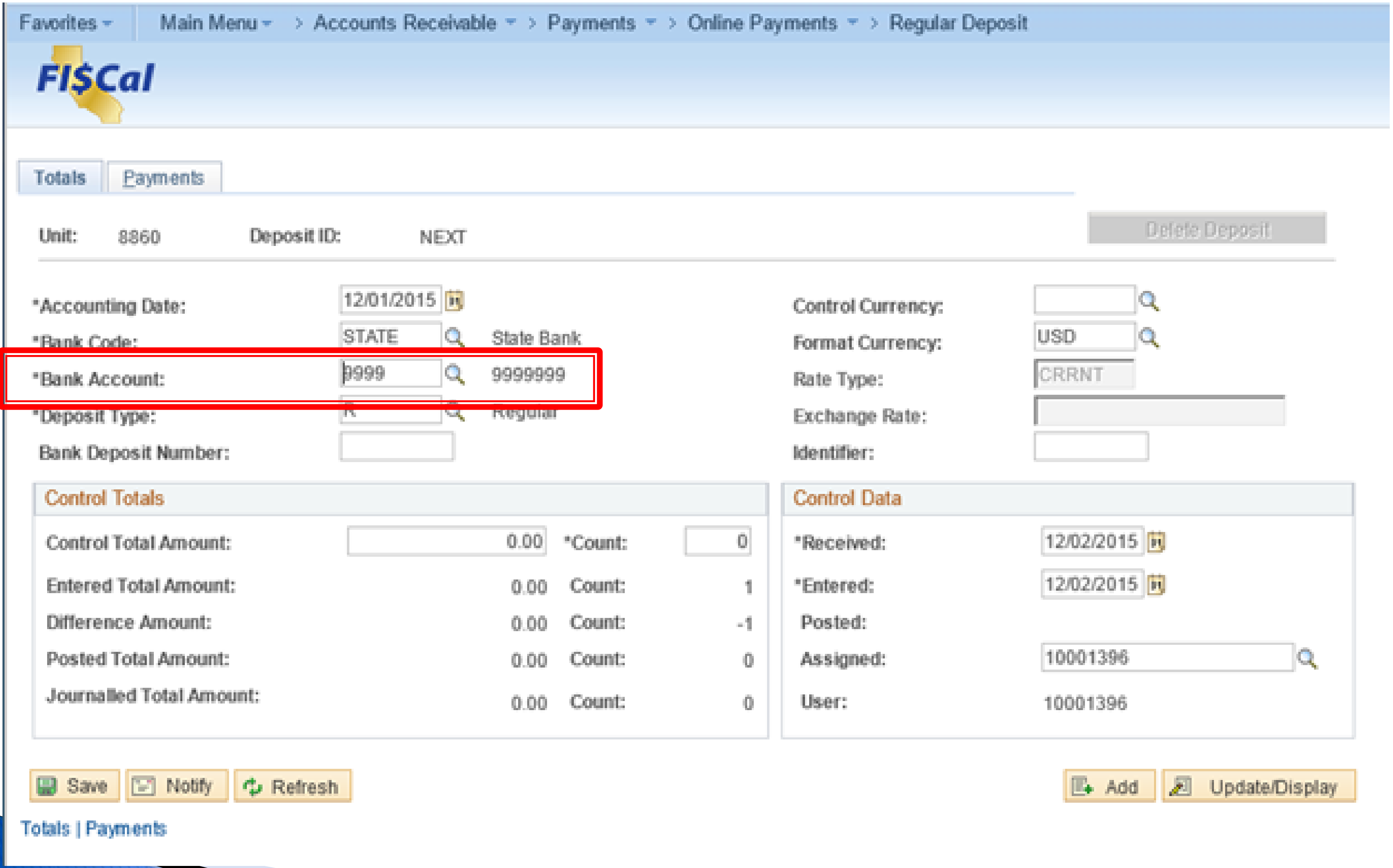
CM Module – Reclassification of Cash

DR	1101200 Revolving Fund Cash	*BU8860*
CR	1109300 Pending Cash Transfers – AR	*BU8860*

Non-Bank Deposits (SCO JEs)

1. Review JE to determine transaction type
2. Complete Batch Header & Deposit Log
3. Post to bank account “9999”

Bank Account 9999


Favorites
Main Menu
Accounts Receivable
Payments
Online Payments
Regular Deposit
FI$Cal
Totals
Payments
Delete Deposit
Control Totals
Control Data
Save
Notify
Refresh
Add
Update/Display
Totals | Payments

Unit: 8860 Deposit ID: NEXT

*Accounting Date: 12/01/2015

*Bank Code: STATE State Bank

*Bank Account: 9999 9999999

*Deposit Type: R Regular

Bank Deposit Number:

Control Currency:

Format Currency: USD

Rate Type: CRRNT

Exchange Rate:

Identifier:

Control Total Amount:	0.00	*Count:	0
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

*Received: 12/02/2015

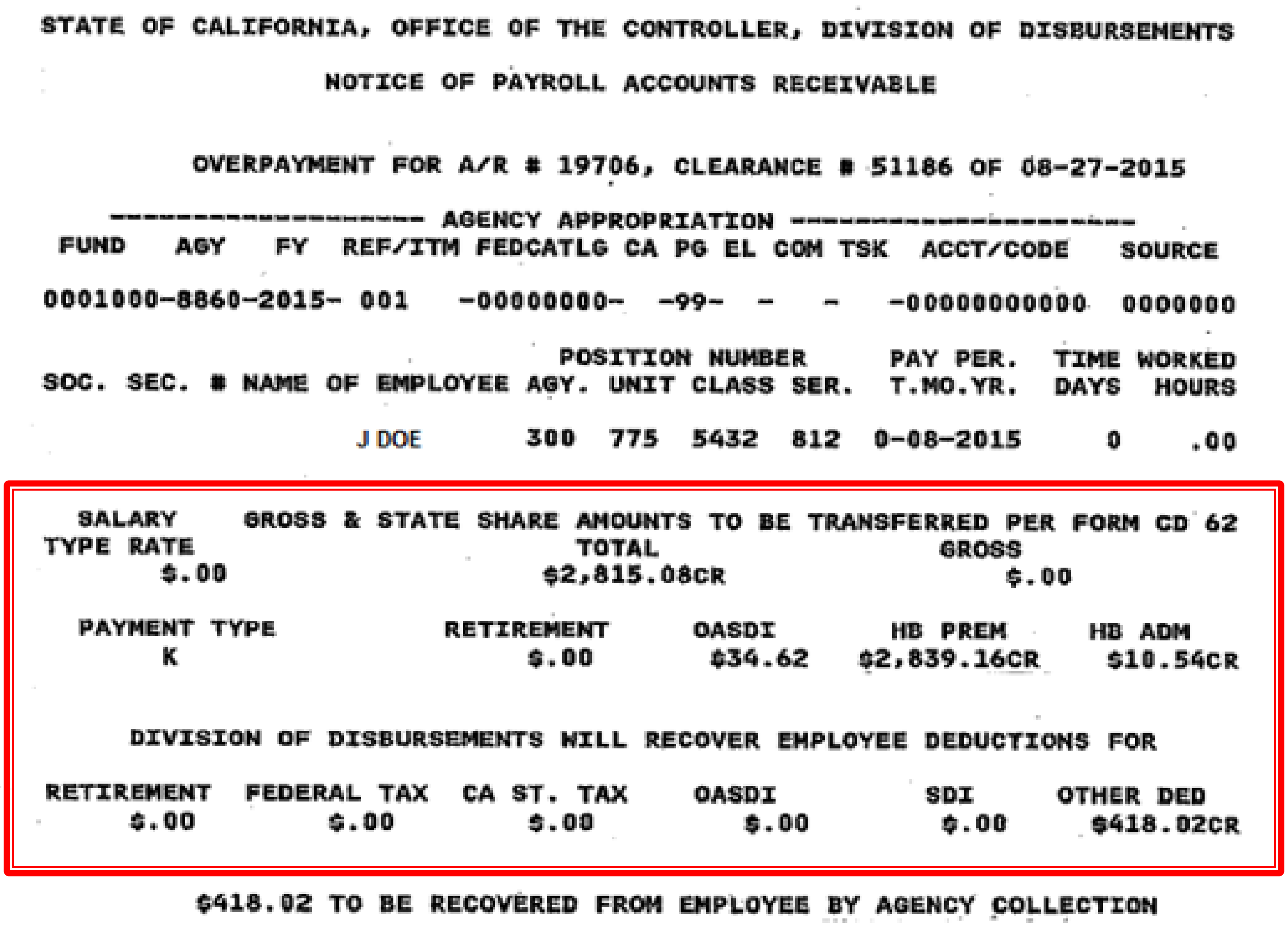
*Entered: 12/02/2015

Posted:

Assigned: 10001396

User: 10001396

Payroll AR – SCO JE “AR0”



```
STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS

                NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

        OVERPAYMENT FOR A/R # 19706, CLEARANCE # 51186 OF 08-27-2015

  -------------------- AGENCY APPROPRIATION ---------------------
 FUND    AGY   FY  REF/ITM FEDCATLG CA PG EL COM TSK  ACCT/CODE    SOURCE

0001000-8860-2015- 001   -00000000-  -99-  -    -   -00000000000  0000000

                                   POSITION NUMBER      PAY PER.   TIME WORKED
SOC. SEC. # NAME OF EMPLOYEE AGY. UNIT CLASS SER.   T.MO.YR.   DAYS  HOURS

               J DOE        300  775  5432  812   0-08-2015      0    .00

  SALARY    GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62
TYPE RATE                        TOTAL                   GROSS
      $.00                    $2,815.08CR                    $.00

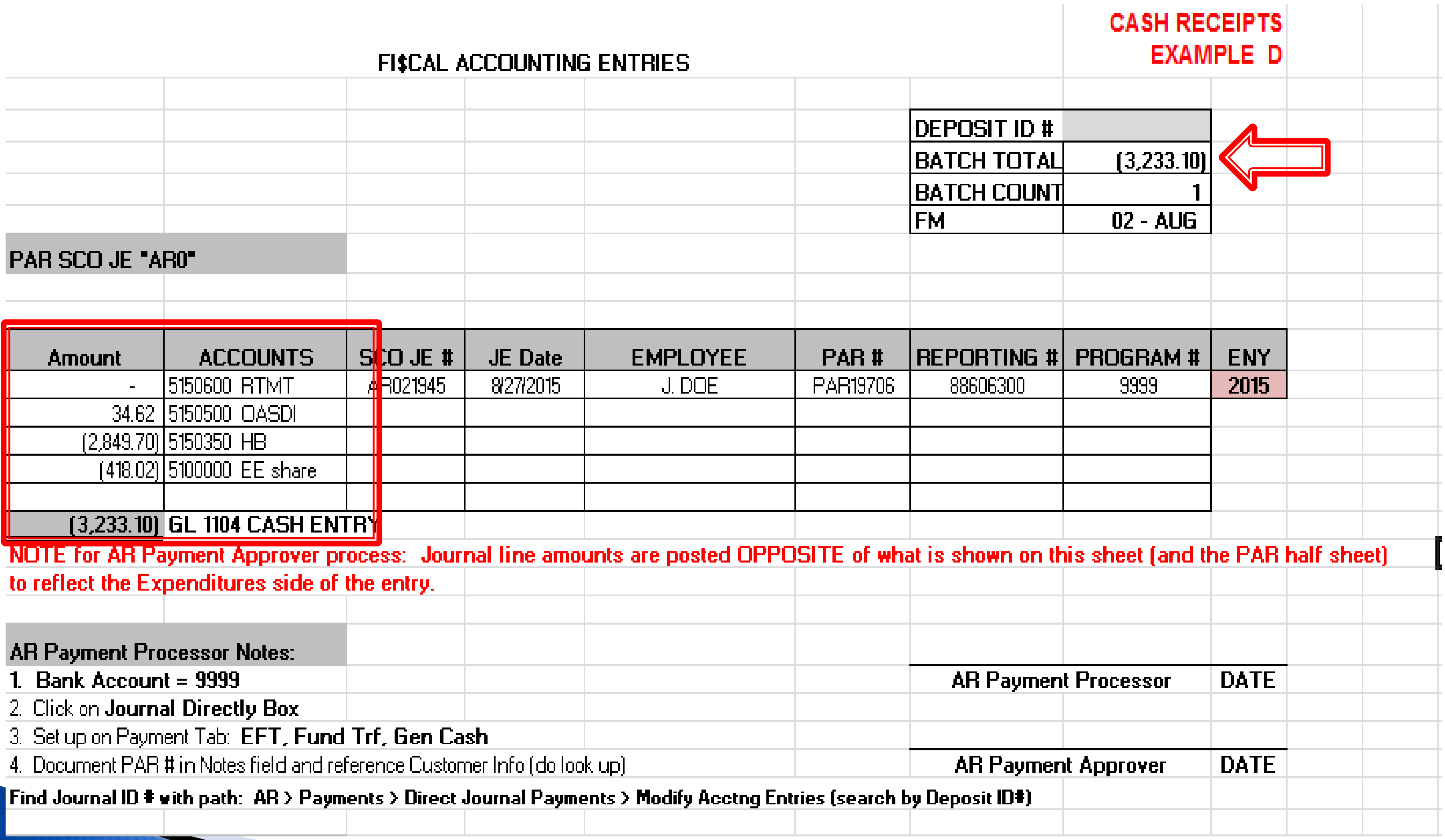
  PAYMENT TYPE          RETIREMENT    OASDI     HB PREM      HB ADM
      K                      $.00    $34.62  $2,839.16CR   $10.54CR

     DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT  FEDERAL TAX  CA ST. TAX    OASDI        SDI    OTHER DED
    $.00        $.00        $.00        $.00        $.00    $418.02CR

       $418.02 TO BE RECOVERED FROM EMPLOYEE BY AGENCY COLLECTION
```

Payroll AR – SCO JE “AR0”



CASH RECEIPTS EXAMPLE D

FI$CAL ACCOUNTING ENTRIES

DEPOSIT ID #	
BATCH TOTAL	(3,233.10)
BATCH COUNT	1
FM	02 - AUG

PAR SCO JE "AR0"

Amount	ACCOUNTS	SCO JE #	JE Date	EMPLOYEE	PAR #	REPORTING #	PROGRAM #	ENY
-	5150600 RTMT	AR021945	8/27/2015	J. DOE	PAR19706	88606300	9999	2015
34.62	5150500 OASDI							
(2,849.70)	5150350 HB							
(418.02)	5100000 EE share							
(3,233.10)	GL 1104 CASH ENTRY							

NOTE for AR Payment Approver process: Journal line amounts are posted OPPOSITE of what is shown on this sheet (and the PAR half sheet) to reflect the Expenditures side of the entry.

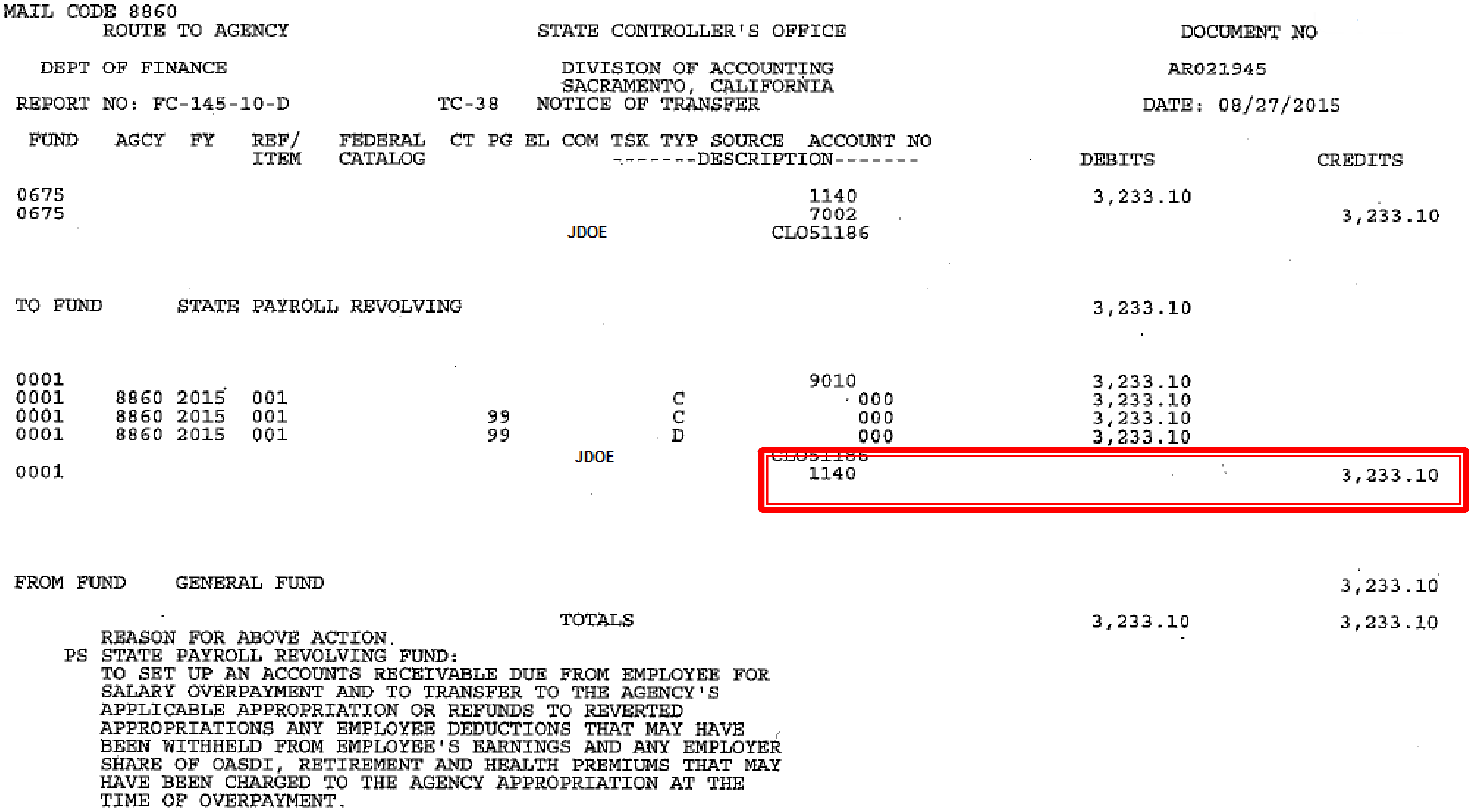
AR Payment Processor Notes:

1. **Bank Account = 9999**
2. Click on **Journal Directly Box**
3. Set up on Payment Tab: **EFT, Fund Trf, Gen Cash**
4. Document PAR # in Notes field and reference Customer Info (do look up)

AR Payment Processor DATE

AR Payment Approver DATE

Find Journal ID # with path: AR > Payments > Direct Journal Payments > Modify Acctng Entries (search by Deposit ID#)



```
MAIL CODE 8860
        ROUTE TO AGENCY                               STATE CONTROLLER'S OFFICE                          DOCUMENT NO

   DEPT OF FINANCE                                      DIVISION OF ACCOUNTING                           AR021945
                                                        SACRAMENTO, CALIFORNIA
  REPORT NO: FC-145-10-D               TC-38    NOTICE OF TRANSFER                                     DATE: 08/27/2015

   FUND    AGCY   FY    REF/   FEDERAL   CT PG EL COM TSK TYP SOURCE  ACCOUNT NO
                        ITEM   CATALOG               -------DESCRIPTION-------              DEBITS              CREDITS

  0675                                                                1140                   3,233.10
  0675                                                                7002                                        3,233.10
                                                    JDOE            CL051186

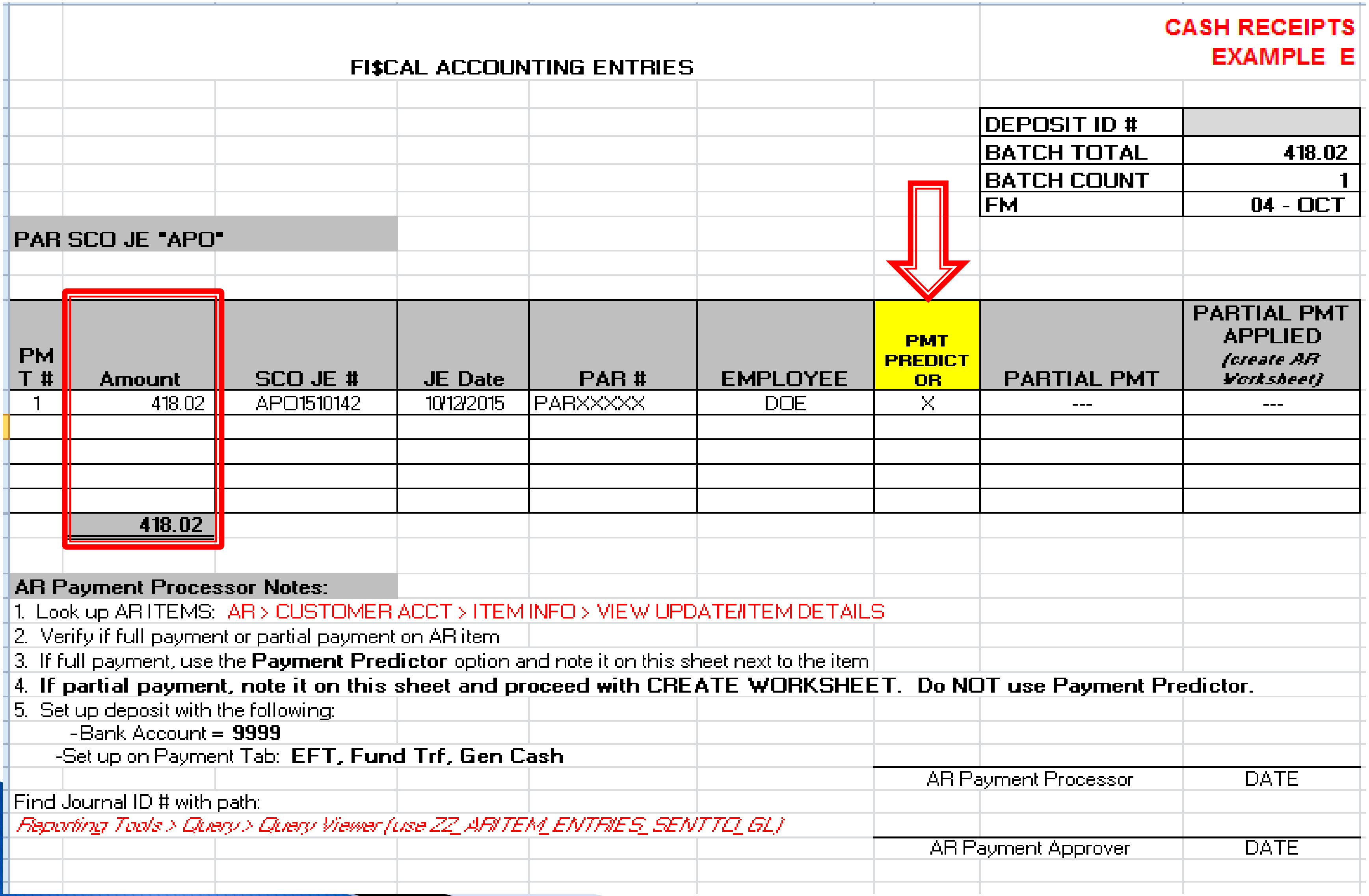

  TO FUND       STATE PAYROLL REVOLVING                                                      3,233.10


  0001                                                                9010                   3,233.10
  0001     8860 2015   001                                  C             000                3,233.10
  0001     8860 2015   001              99                  C             000                3,233.10
  0001     8860 2015   001              99                  D             000                3,233.10
                                                    JDOE            CL051186
  0001                                                                1140                                        3,233.10


  FROM FUND     GENERAL FUND                                                                                      3,233.10

                                                    TOTALS                                   3,233.10             3,233.10
        REASON FOR ABOVE ACTION.
     PS STATE PAYROLL REVOLVING FUND:
        TO SET UP AN ACCOUNTS RECEIVABLE DUE FROM EMPLOYEE FOR
        SALARY OVERPAYMENT AND TO TRANSFER TO THE AGENCY'S
        APPLICABLE APPROPRIATION OR REFUNDS TO REVERTED
        APPROPRIATIONS ANY EMPLOYEE DEDUCTIONS THAT MAY HAVE
        BEEN WITHHELD FROM EMPLOYEE'S EARNINGS AND ANY EMPLOYER
        SHARE OF OASDI, RETIREMENT AND HEALTH PREMIUMS THAT MAY
        HAVE BEEN CHARGED TO THE AGENCY APPROPRIATION AT THE
        TIME OF OVERPAYMENT.
```

Payroll AR – SCO JE "APO"



CASH RECEIPTS
EXAMPLE E

FI$CAL ACCOUNTING ENTRIES

DEPOSIT ID #	
BATCH TOTAL	418.02
BATCH COUNT	1
FM	04 - OCT

PAR SCO JE "APO"

PMT #	Amount	SCO JE #	JE Date	PAR #	EMPLOYEE	PMT PREDICTOR	PARTIAL PMT	PARTIAL PMT APPLIED *(create AR Worksheet)*
1	418.02	APO1510142	10/12/2015	PARXXXXX	DOE	X	---	---
	418.02							

AR Payment Processor Notes:

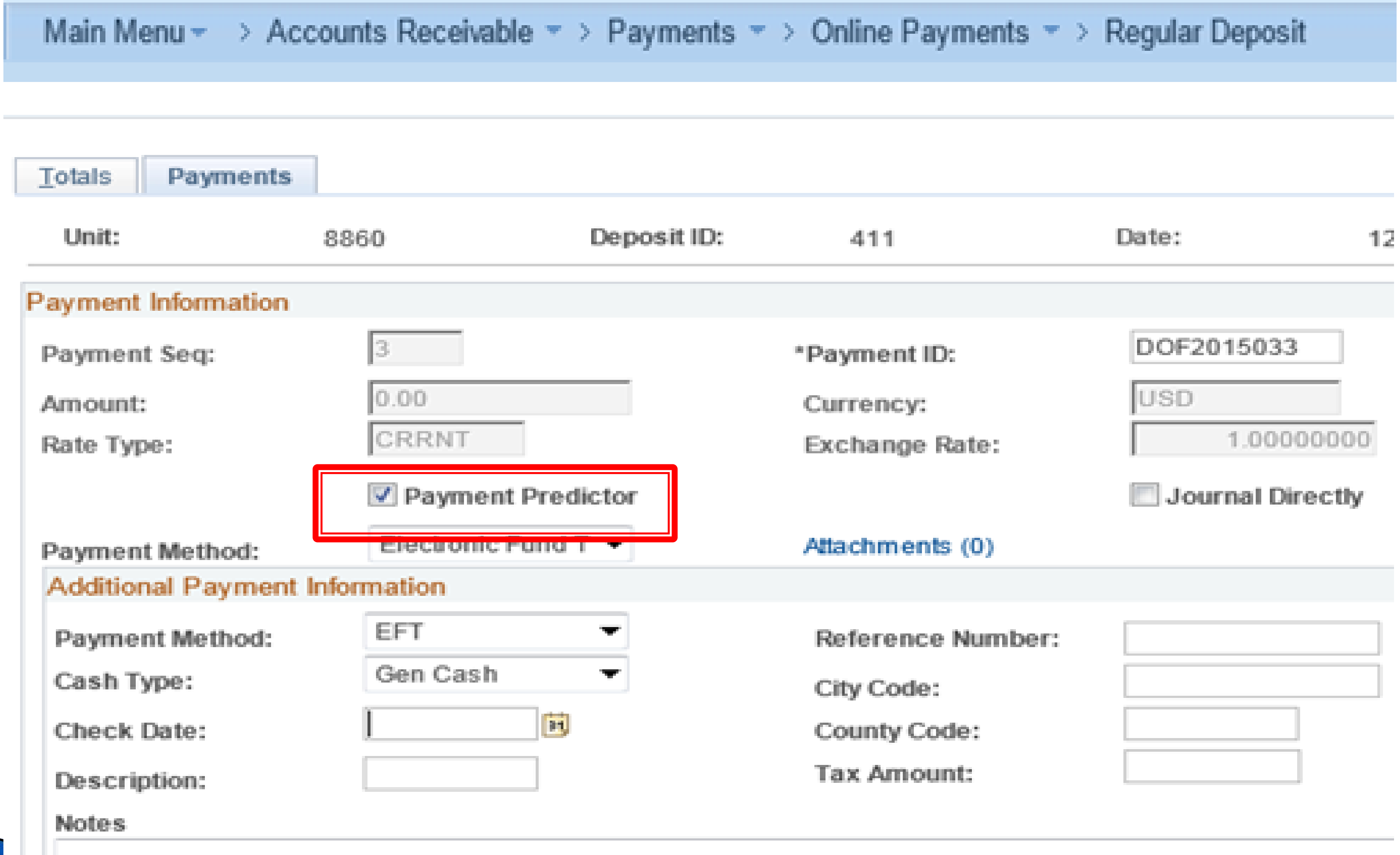
1. Look up AR ITEMS: AR > CUSTOMER ACCT > ITEM INFO > VIEW UPDATE/ITEM DETAILS
2. Verify if full payment or partial payment on AR item
3. If full payment, use the **Payment Predictor** option and note it on this sheet next to the item
4. **If partial payment, note it on this sheet and proceed with CREATE WORKSHEET. Do NOT use Payment Predictor.**
5. Set up deposit with the following:
   - -Bank Account = **9999**
   - -Set up on Payment Tab: **EFT, Fund Trf, Gen Cash**

Find Journal ID # with path:
Reporting Tools > Query > Query Viewer (use ZZ_AR ITEM_ENTRIES_SENTTO_GL)

AR Payment Processor DATE

AR Payment Approver DATE

Payment Predictor


Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit
Totals
Payments

Unit: 8860 Deposit ID: 411 Date: 12

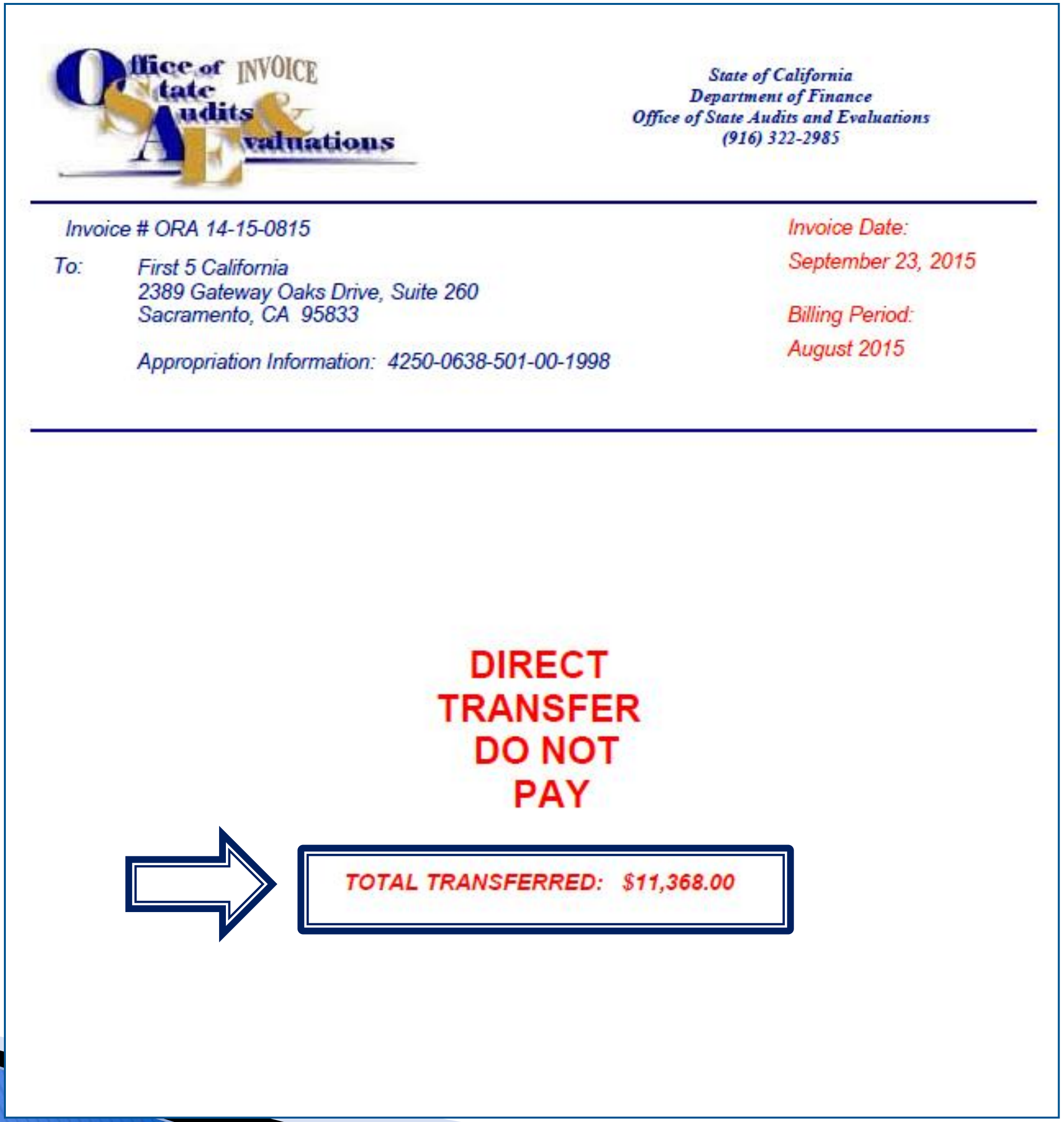
Payment Information

Payment Seq: 3
*Payment ID: DOF2015033
Amount: 0.00
Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000
☑ Payment Predictor
☐ Journal Directly
Payment Method: Electronic Fund T
Attachments (0)

Additional Payment Information

Payment Method: EFT
Reference Number:
Cash Type: Gen Cash
City Code:
Check Date:
County Code:
Description:
Tax Amount:
Notes

Direct Billing



Office of State Audits & Evaluations INVOICE

State of California
Department of Finance
Office of State Audits and Evaluations
(916) 322-2985

Invoice # ORA 14-15-0815

To: First 5 California
2389 Gateway Oaks Drive, Suite 260
Sacramento, CA 95833

Appropriation Information: 4250-0638-501-00-1998

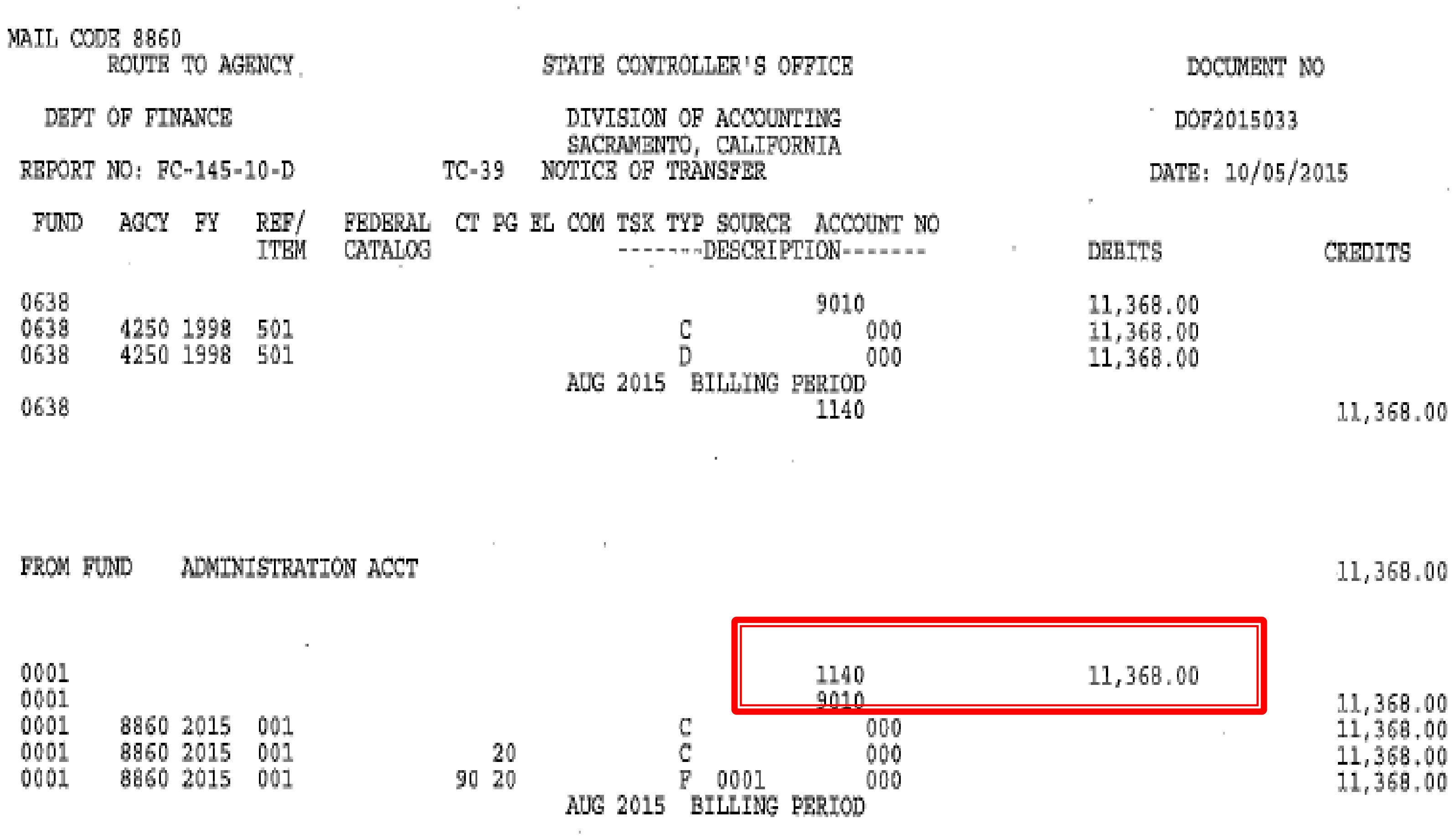
Invoice Date:
September 23, 2015

Billing Period:
August 2015

DIRECT
TRANSFER
DO NOT
PAY

TOTAL TRANSFERRED: $11,368.00

Direct Billing



```
MAIL CODE 8860
      ROUTE TO AGENCY                     STATE CONTROLLER'S OFFICE                     DOCUMENT NO

  DEPT OF FINANCE                          DIVISION OF ACCOUNTING                       DOF2015033
                                           SACRAMENTO, CALIFORNIA
 REPORT NO: FC-145-10-D          TC-39    NOTICE OF TRANSFER                          DATE: 10/05/2015

  FUND    AGCY  FY    REF/   FEDERAL  CT PG EL COM TSK TYP SOURCE  ACCOUNT NO
                      ITEM   CATALOG               -------DESCRIPTION-------          DEBITS          CREDITS

 0638                                                      9010                      11,368.00
 0638     4250 1998   501                           C          000                   11,368.00
 0638     4250 1998   501                           D          000                   11,368.00
                                           AUG 2015  BILLING PERIOD
 0638                                                      1140                                      11,368.00

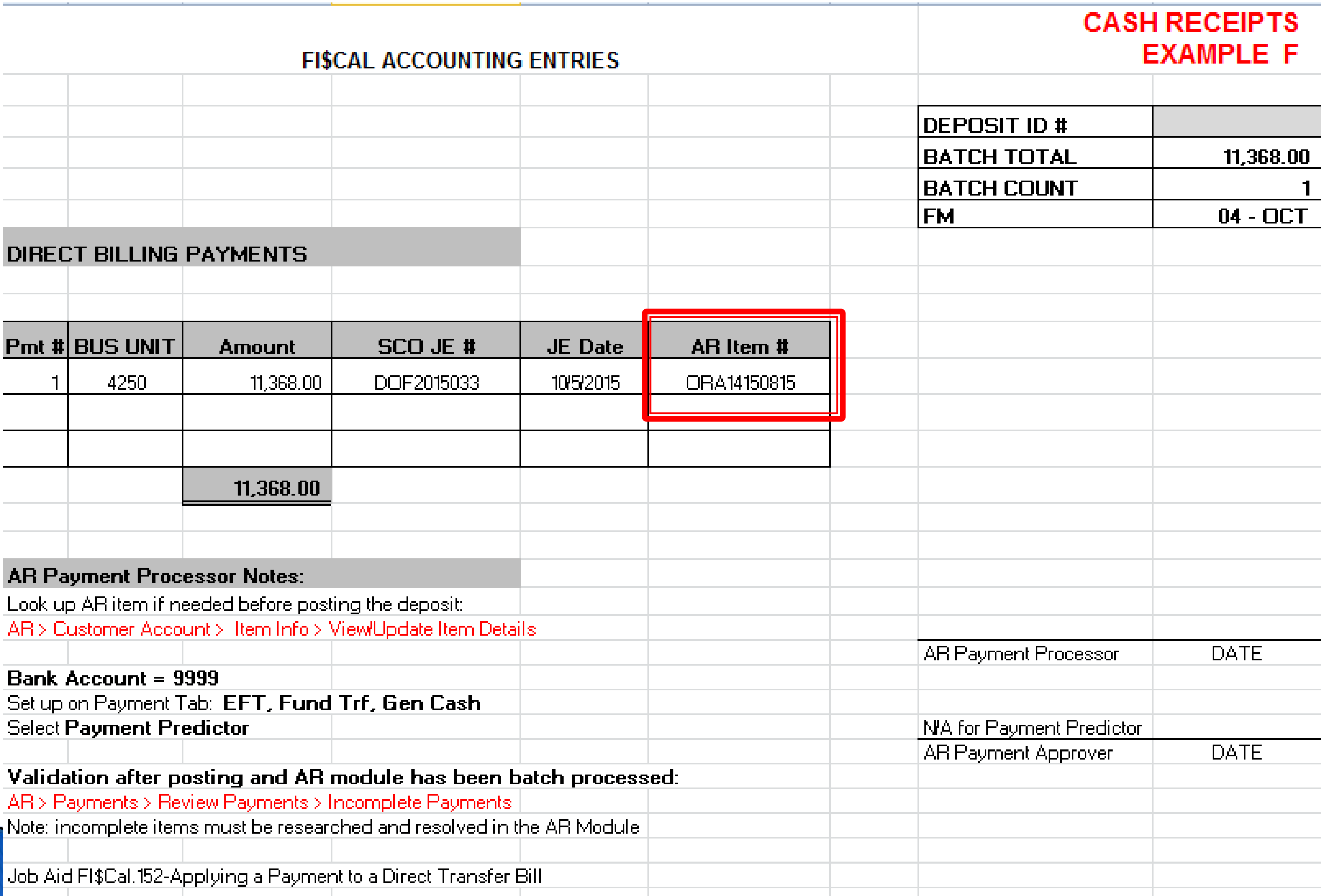



 FROM FUND    ADMINISTRATION ACCT                                                                    11,368.00



 0001                                                      1140                      11,368.00
 0001                                                      9010                                      11,368.00
 0001     8860 2015   001                           C          000                                   11,368.00
 0001     8860 2015   001                 20        C          000                                   11,368.00
 0001     8860 2015   001              90 20        F  0001    000                                   11,368.00
                                           AUG 2015  BILLING PERIOD
```

Direct Billing



CASH RECEIPTS
EXAMPLE F

FI$CAL ACCOUNTING ENTRIES

DEPOSIT ID #	
BATCH TOTAL	11,368.00
BATCH COUNT	1
FM	04 - OCT

DIRECT BILLING PAYMENTS

Pmt #	BUS UNIT	Amount	SCO JE #	JE Date	AR Item #
1	4250	11,368.00	DOF2015033	10/5/2015	ORA14150815
		11,368.00			

AR Payment Processor Notes:

Look up AR item if needed before posting the deposit:

AR > Customer Account > Item Info > View/Update Item Details

Bank Account = 9999

Set up on Payment Tab: **EFT, Fund Trf, Gen Cash**

Select **Payment Predictor**

Validation after posting and AR module has been batch processed:

AR > Payments > Review Payments > Incomplete Payments

Note: incomplete items must be researched and resolved in the AR Module

Job Aid FI$Cal.152-Applying a Payment to a Direct Transfer Bill

AR Payment Processor	DATE
N/A for Payment Predictor	
AR Payment Approver	DATE

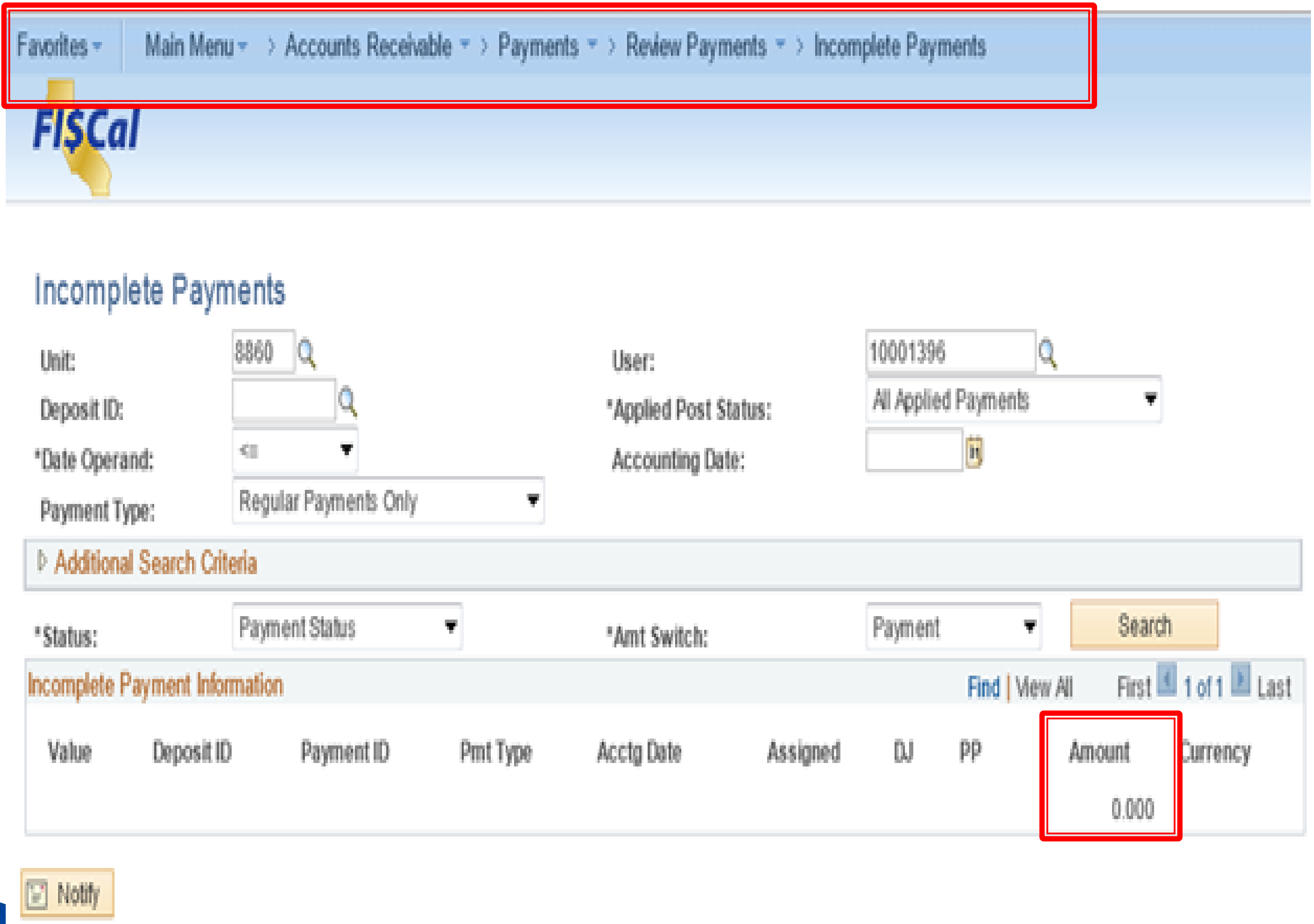
Journal Entries for Direct Billing Payments

DR	6520000	Unapp. InterUnit Transfers In	*BU8860*
CR	12XXXXX	Accounts Receivable	*BU8860*
DR	1104000	Cash in State Treasury	*BU0000*
CR	6510000	Unapp. InterUnit Transfers Out	*BU0000*

Cash Receipts Report Queries

- Use the four queries listed on the handout to validate your deposit entries periodically

- 1. ZZ_AR Items Not Sent to GL
- 2. ZZ_AR Misc Items Not Sent to GL
- 3. ZZ_Outstanding Deposits
- 4. Accounts Receivable > Payments > Review Payments > Incomplete Payments


Favorites
Main Menu > Accounts Receivable > Payments > Review Payments > Incomplete Payments
FI$Cal

Incomplete Payments

Unit: 8860

Deposit ID:

*Date Operand: <=

Payment Type: Regular Payments Only

User: 10001396

*Applied Post Status: All Applied Payments

Accounting Date:

Additional Search Criteria

*Status: Payment Status

*Amt Switch: Payment

Search

Incomplete Payment Information

Find | View All
First 1 of 1 Last

Value	Deposit ID	Payment ID	Pmt Type	Acctg Date	Assigned	DJ	PP	Amount	Currency
								0.000	

Notify

Deposit Corrections/Adjustments

- Refer to Job Aid FI$Cal.041 Payment Adjustment Transactions for the various types of deposit corrections/adjustments.

Cash Receipts

Supplemental Material for this segment:

1. Cash Receipts – Examples A thru F
2. Cash Receipts – Journal Entries
3. Cash Receipts – Reports and Queries
4. Cash Receipts – Tips

Lunch

Labor Distribution

Labor Distribution

This segment will cover:

- Labor Transactions & Configurations
- Tips
- Journal Entries
- Reports and Queries
- Reconciliation

Labor Distribution

- Labor Distribution (LD) process creates accounting entries to record a department's payroll transactions at a lower level of detail, including fund split.

- LD process can be run as many times as needed to fully distribute payroll costs.

LD Transactions

- LD configurations will be used by the LD process to generate the transactions automatically.

- Types of Transactions:
  1. Normal Monthly LD
  2. Personal Activity Sheets (for that month’s labor run)
  3. Adjusted Personal Activity Sheets (for adjusting labor that has already been processed)

LD Transactions

- During the LD run(s), accounting entries are generated to be sent to the General Ledger.
- The accounting entries debits and credits are respectively summed by ChartField combinations in Journal Generation to create LD journal(s).

LD Configurations

- LD looks for the correct Gross Pay *Account* and *Alternate Account* based on the following configurations*, in order:
  1. Serial Number Options
  2. Earnings Type
  3. Payment Type Options (*with* Payment Type Suffix)
  4. Payment Type Options (*without* Payment Type Suffix)
  5. Class Type Options
  6. Employee Options
  7. Business Unit Options

*FI$Cal.171 – Description of Hierarchy that Determines Gross Amount Acct/Alt Acct

Labor Distribution Handout #1

LD Configurations

- Assigns ChartField combinations to payroll costs*:
  - Costs Distributed by Employees
    - Personal Activity Sheet
    - Employee Defaults
    - Employee Group Defaults
  - Costs Not Distributed by Employees
    - Retroactive benefit – the *Distribute Retroactive Benefits by Employee* indicator in the Business Unit Options record is used.
    - Non-retroactive benefit – the *Distribute by Employee* indicator in the Payment Type Options (Payment Type/Payment Type suffix) is used.

*FI$Cal.172 – How the Labor Distribution Process Determines Chartfield Combinations for Distribution of Labor Costs 1.0

Labor Distribution Handouts #1 and 2

LD Tips

- Log *every* update/configuration change to Employees, Employee Groups, etc.

- Log *every* Adjustment Activity Sheet

- *Know* your configurations and if it meets any applicable Allocation Step pool requirements

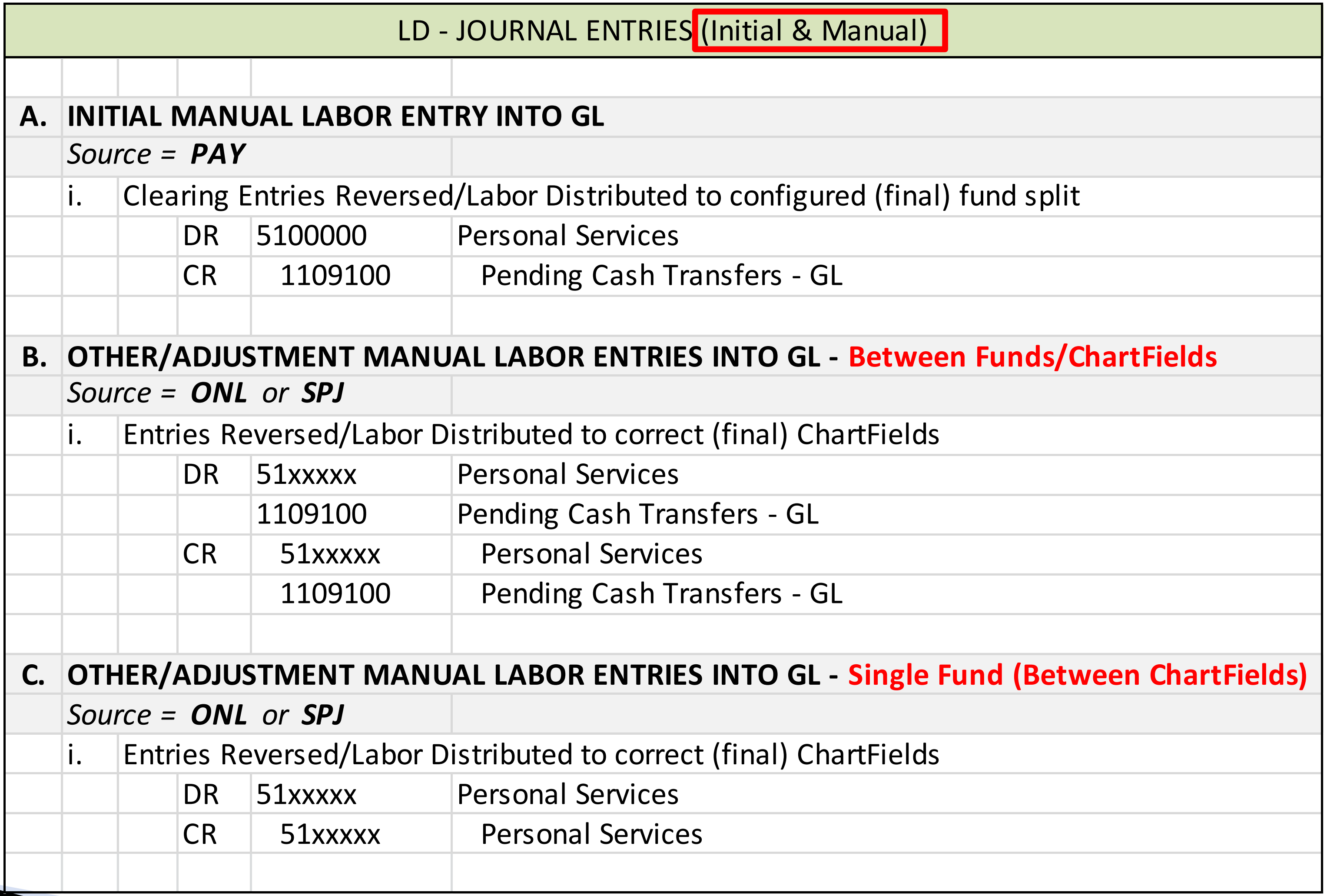
- Review the Suggested Business Process (Handout #5)

LD Tips

- Understand the Queries
- Run Queries *before* the first LD run
- Run Queries *after each* LD run
- Log *every* LD run process instance with description (which month(s) are being distributed, PAS, Adjusted PAS, override, etc.)

Labor Distribution Handout #3

LD Journals – Initial & Manual

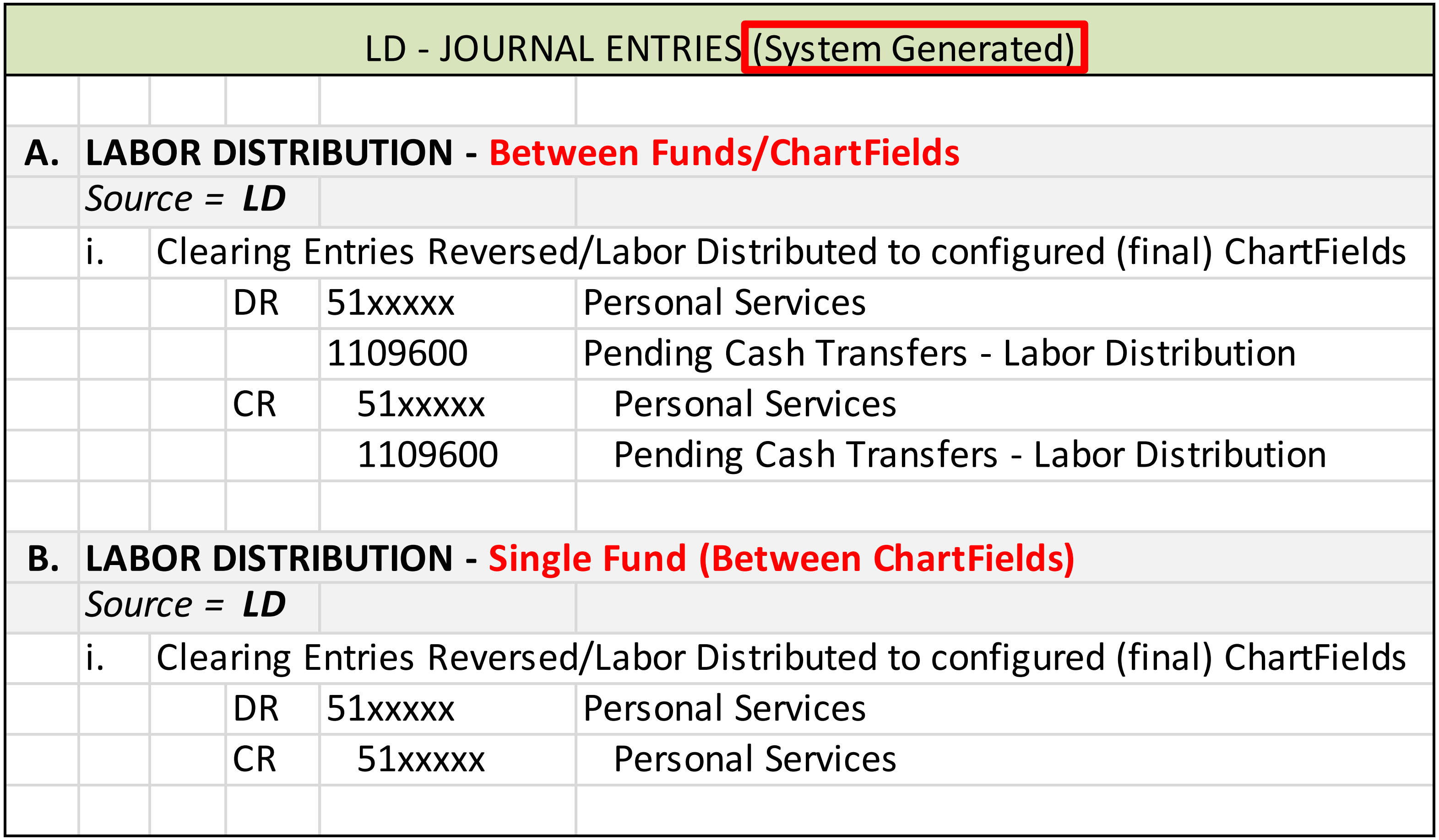


LD - JOURNAL ENTRIES (Initial & Manual)

A.	**INITIAL MANUAL LABOR ENTRY INTO GL**			
	Source = ***PAY***			
	i.	Clearing Entries Reversed/Labor Distributed to configured (final) fund split		
		DR	5100000	Personal Services
		CR	1109100	Pending Cash Transfers - GL
B.	**OTHER/ADJUSTMENT MANUAL LABOR ENTRIES INTO GL - Between Funds/ChartFields**			
	Source = ***ONL*** *or* ***SPJ***			
	i.	Entries Reversed/Labor Distributed to correct (final) ChartFields		
		DR	51xxxxx	Personal Services
			1109100	Pending Cash Transfers - GL
		CR	51xxxxx	Personal Services
			1109100	Pending Cash Transfers - GL
C.	**OTHER/ADJUSTMENT MANUAL LABOR ENTRIES INTO GL - Single Fund (Between ChartFields)**			
	Source = ***ONL*** *or* ***SPJ***			
	i.	Entries Reversed/Labor Distributed to correct (final) ChartFields		
		DR	51xxxxx	Personal Services
		CR	51xxxxx	Personal Services

Labor Distribution Handout #1

LD Journals – System Generated



	LD - JOURNAL ENTRIES (System Generated)			
A.	**LABOR DISTRIBUTION - Between Funds/ChartFields**			
	*Source = **LD***			
	i.	Clearing Entries Reversed/Labor Distributed to configured (final) ChartFields		
		DR	51xxxxx	Personal Services
			1109600	Pending Cash Transfers - Labor Distribution
		CR	51xxxxx	Personal Services
			1109600	Pending Cash Transfers - Labor Distribution
B.	**LABOR DISTRIBUTION - Single Fund (Between ChartFields)**			
	*Source = **LD***			
	i.	Clearing Entries Reversed/Labor Distributed to configured (final) ChartFields		
		DR	51xxxxx	Personal Services
		CR	51xxxxx	Personal Services

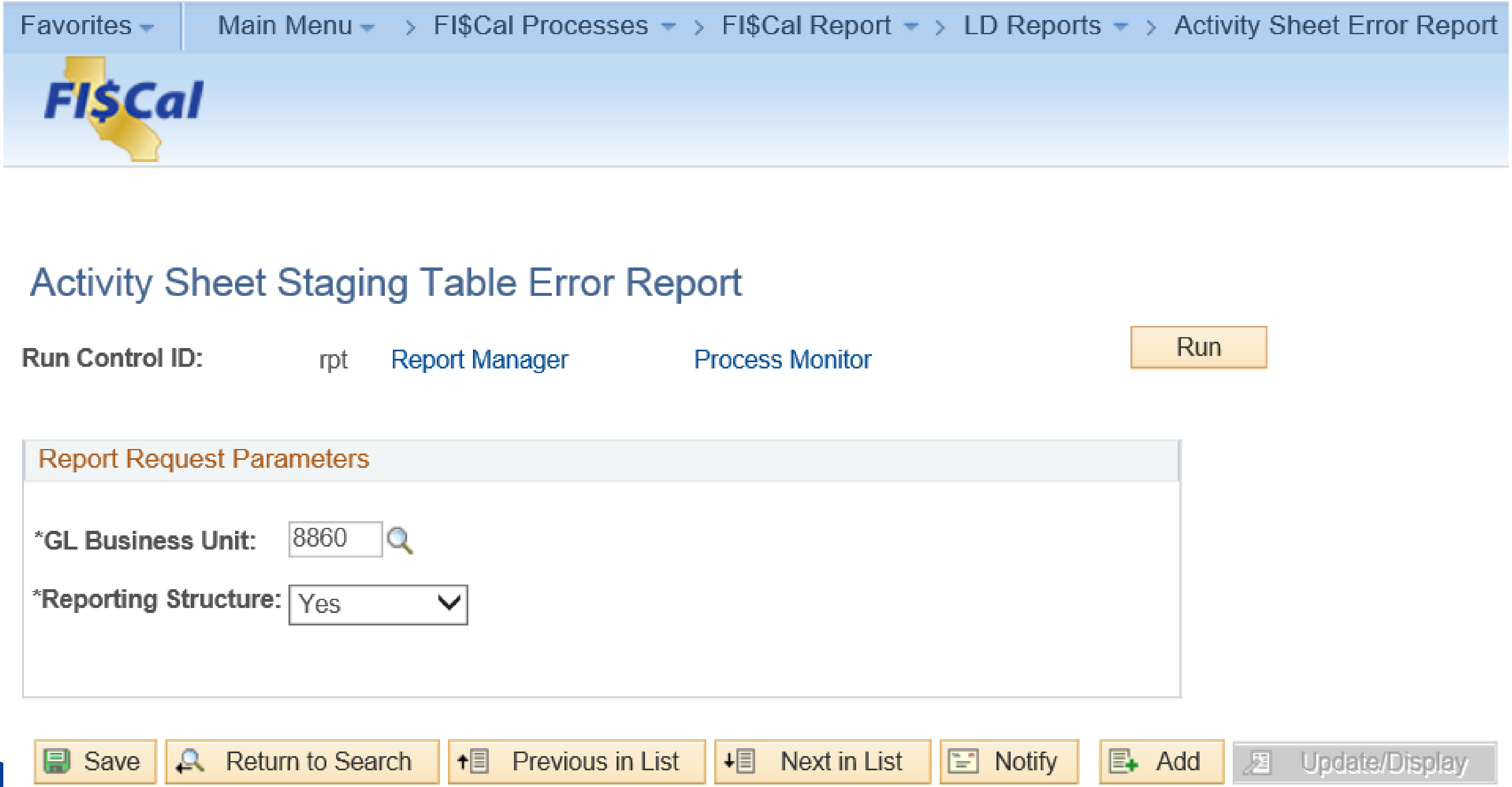
Labor Distribution Handout #1

LD Reports

LD - REPORTS		
A.	**RUNNING LABOR DISTRIBUTION**	
	1	Activity Sheet Error Report
	2	Missing Activity Sheet Report
B.	**REVIEWING ACCOUNTING ENTRIES GENERATED**	
	1	Labor Details by Employee
C.	**FSC USE ONLY**	
	1	Reconcile Payroll Clearance

Labor Distribution Handout #3

LD Reports – Activity Sheet Error


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
LD Reports
Activity Sheet Error Report
FI$Cal

Activity Sheet Staging Table Error Report

Run Control ID: rpt

Report Manager
Process Monitor
Run

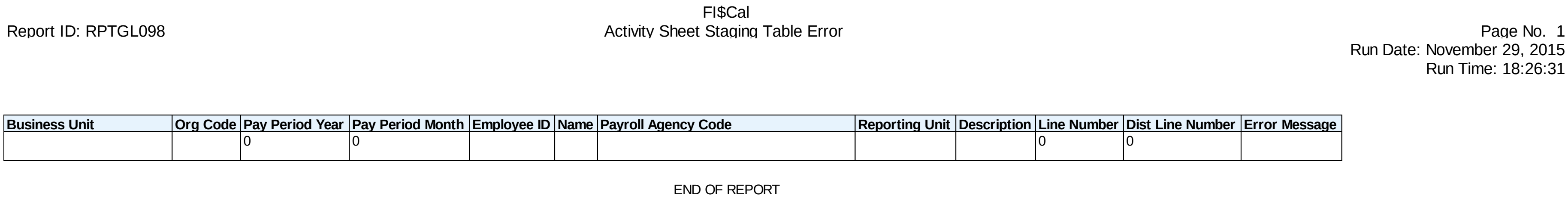
Report Request Parameters

***GL Business Unit:** 8860

***Reporting Structure:** Yes

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

LD Reports – Activity Sheet Error



FI$Cal

Activity Sheet Staging Table Error

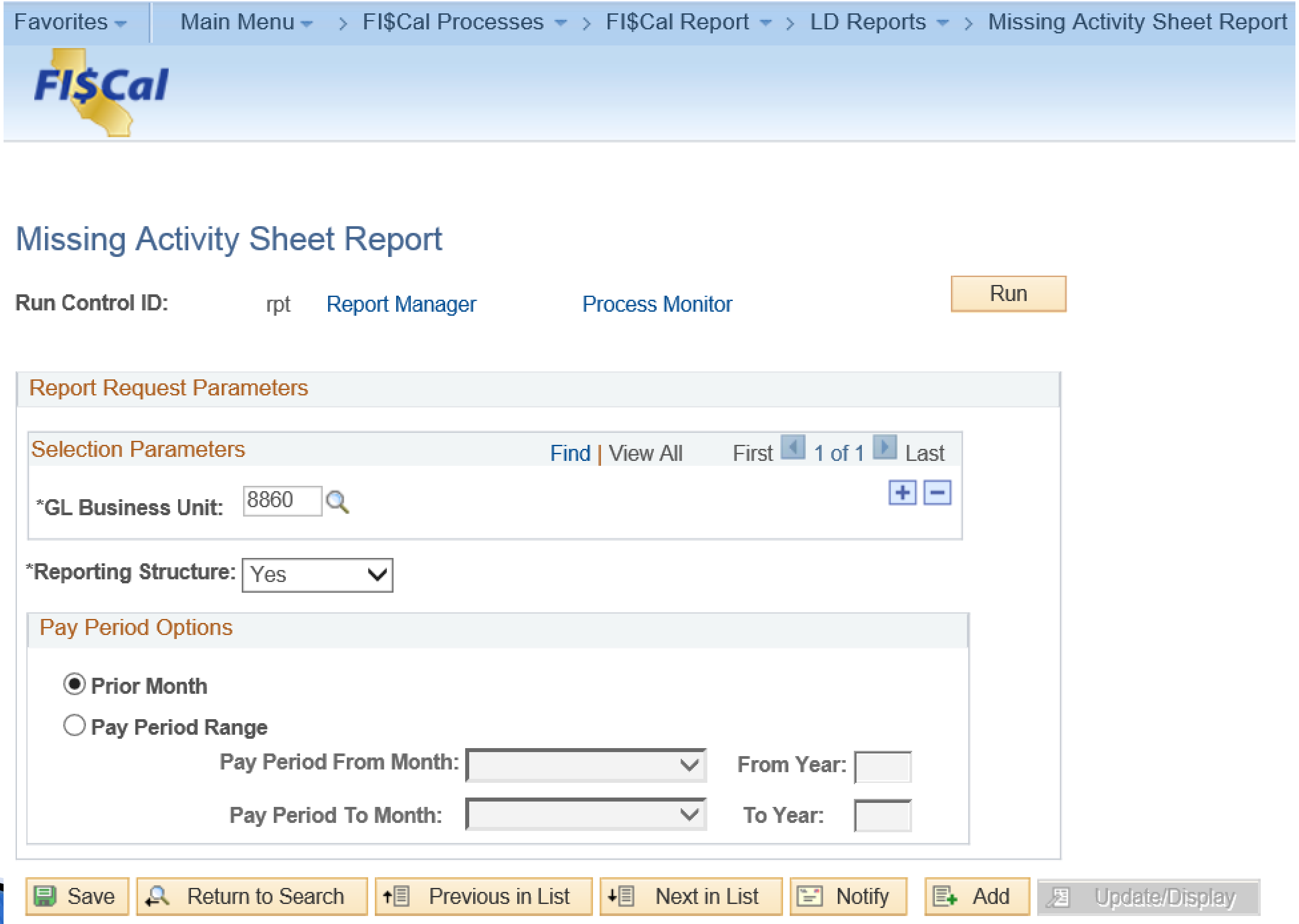
Report ID: RPTGL098

Page No. 1
Run Date: November 29, 2015
Run Time: 18:26:31

Business Unit	Org Code	Pay Period Year	Pay Period Month	Employee ID	Name	Payroll Agency Code	Reporting Unit	Description	Line Number	Dist Line Number	Error Message
		0	0						0	0	

END OF REPORT

LD Reports – Missing Activity Sheet


Favorites
Main Menu > FI$Cal Processes > FI$Cal Report > LD Reports > Missing Activity Sheet Report
FI$Cal

Missing Activity Sheet Report

Run Control ID: rpt

Report Manager
Process Monitor
Run

Report Request Parameters

Selection Parameters

Find | View All
First 1 of 1 Last

***GL Business Unit:** 8860

***Reporting Structure:** Yes

Pay Period Options

● **Prior Month**

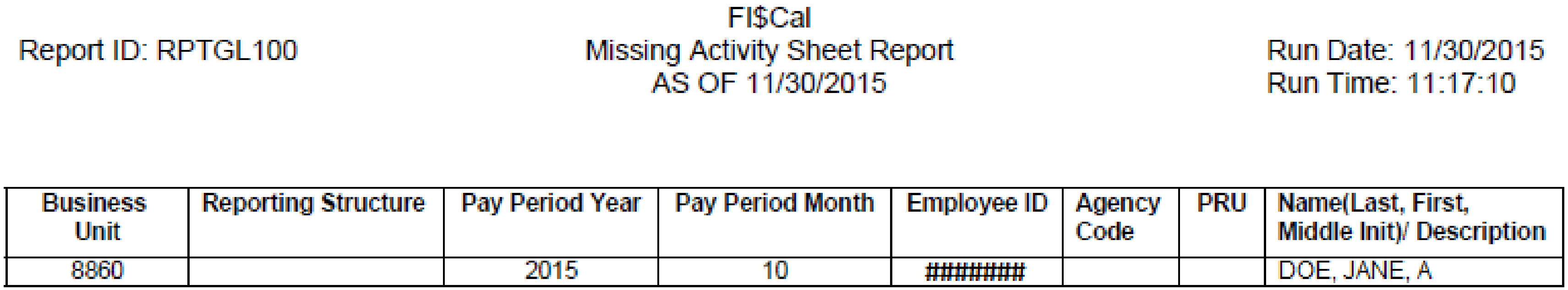
○ **Pay Period Range**

Pay Period From Month: **From Year:**

Pay Period To Month: **To Year:**

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

LD Reports – Missing Activity Sheet



Report ID: RPTGL100

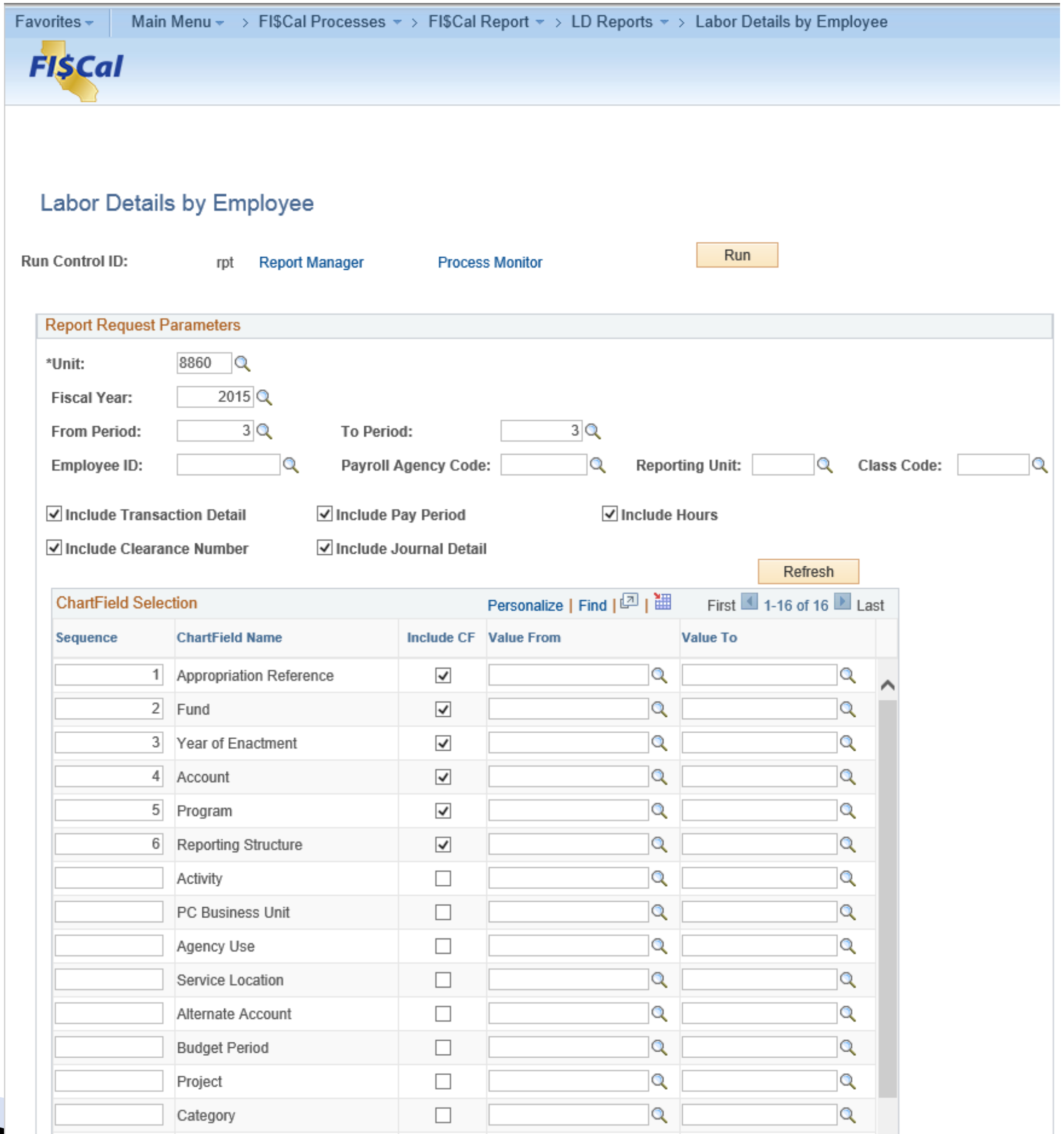
FI$Cal
Missing Activity Sheet Report
AS OF 11/30/2015

Run Date: 11/30/2015
Run Time: 11:17:10

Business Unit	Reporting Structure	Pay Period Year	Pay Period Month	Employee ID	Agency Code	PRU	Name(Last, First, Middle Init)/ Description
8860		2015	10	########			DOE, JANE, A

LD Reports – Labor Details by Employee

Similar to CALSTARS labor reports.


Favorites
Main Menu > FI$Cal Processes > FI$Cal Report > LD Reports > Labor Details by Employee
FI$Cal
Report Manager
Process Monitor
Run
Refresh
Personalize | Find
First 1-16 of 16 Last

Labor Details by Employee

Run Control ID: rpt

Report Request Parameters

*Unit: 8860

Fiscal Year: 2015

From Period: 3 To Period: 3

Employee ID: Payroll Agency Code: Reporting Unit: Class Code:

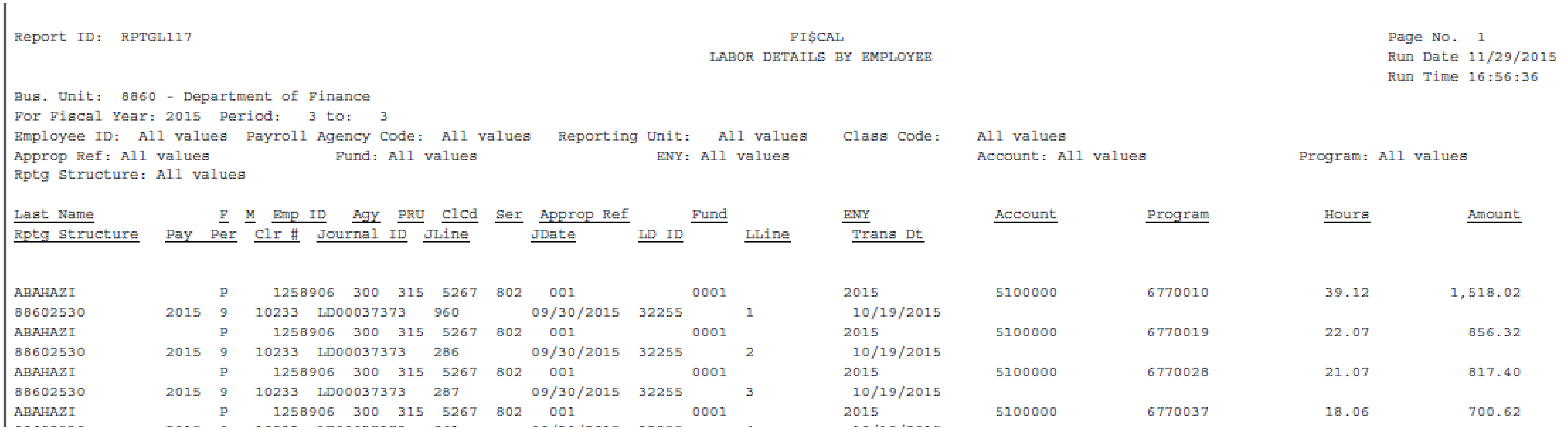
☑ Include Transaction Detail ☑ Include Pay Period ☑ Include Hours

☑ Include Clearance Number ☑ Include Journal Detail

ChartField Selection

Sequence	ChartField Name	Include CF	Value From	Value To
1	Appropriation Reference	☑		
2	Fund	☑		
3	Year of Enactment	☑		
4	Account	☑		
5	Program	☑		
6	Reporting Structure	☑		
	Activity	☐		
	PC Business Unit	☐		
	Agency Use	☐		
	Service Location	☐		
	Alternate Account	☐		
	Budget Period	☐		
	Project	☐		
	Category	☐		

LD Reports – Labor Details by Employee

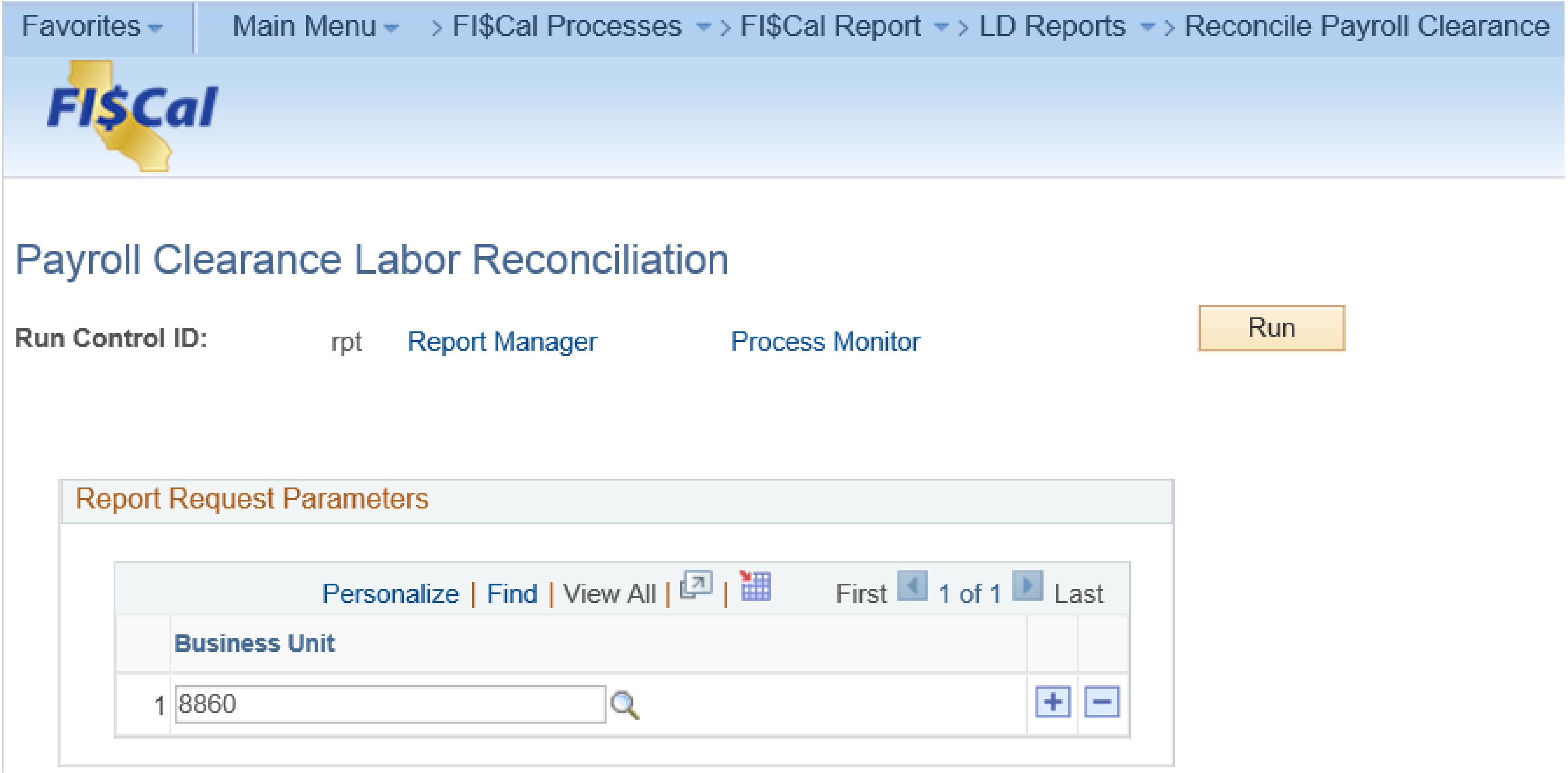


```
Report ID:  RPTGL117                                                    FI$CAL                                                    Page No.   1
                                                              LABOR DETAILS BY EMPLOYEE                                             Run Date 11/29/2015
                                                                                                                                    Run Time 16:56:36
Bus. Unit:  8860 - Department of Finance
For Fiscal Year: 2015  Period:   3 to:   3
Employee ID:  All values  Payroll Agency Code:  All values   Reporting Unit:   All values    Class Code:    All values
Approp Ref: All values             Fund: All values                    ENY: All values                   Account: All values                  Program: All values
Rptg Structure: All values

Last Name              F  M  Emp ID   Agy  PRU  ClCd  Ser  Approp Ref      Fund             ENY             Account         Program            Hours         Amount
Rptg Structure   Pay  Per  Clr #  Journal ID  JLine      JDate        LD ID       LLine      Trans Dt


ABAHAZI                P     1258906  300  315  5267  802   001            0001             2015            5100000         6770010            39.12       1,518.02
88602530         2015  9   10233  LD00037373   960       09/30/2015  32255        1          10/19/2015
ABAHAZI                P     1258906  300  315  5267  802   001            0001             2015            5100000         6770019            22.07         856.32
88602530         2015  9   10233  LD00037373   286       09/30/2015  32255        2          10/19/2015
ABAHAZI                P     1258906  300  315  5267  802   001            0001             2015            5100000         6770028            21.07         817.40
88602530         2015  9   10233  LD00037373   287       09/30/2015  32255        3          10/19/2015
ABAHAZI                P     1258906  300  315  5267  802   001            0001             2015            5100000         6770037            18.06         700.62
```

LD Reports – Payroll Clearance Labor Reconciliation


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
LD Reports
Reconcile Payroll Clearance
FI$Cal

Payroll Clearance Labor Reconciliation

Run Control ID: rpt

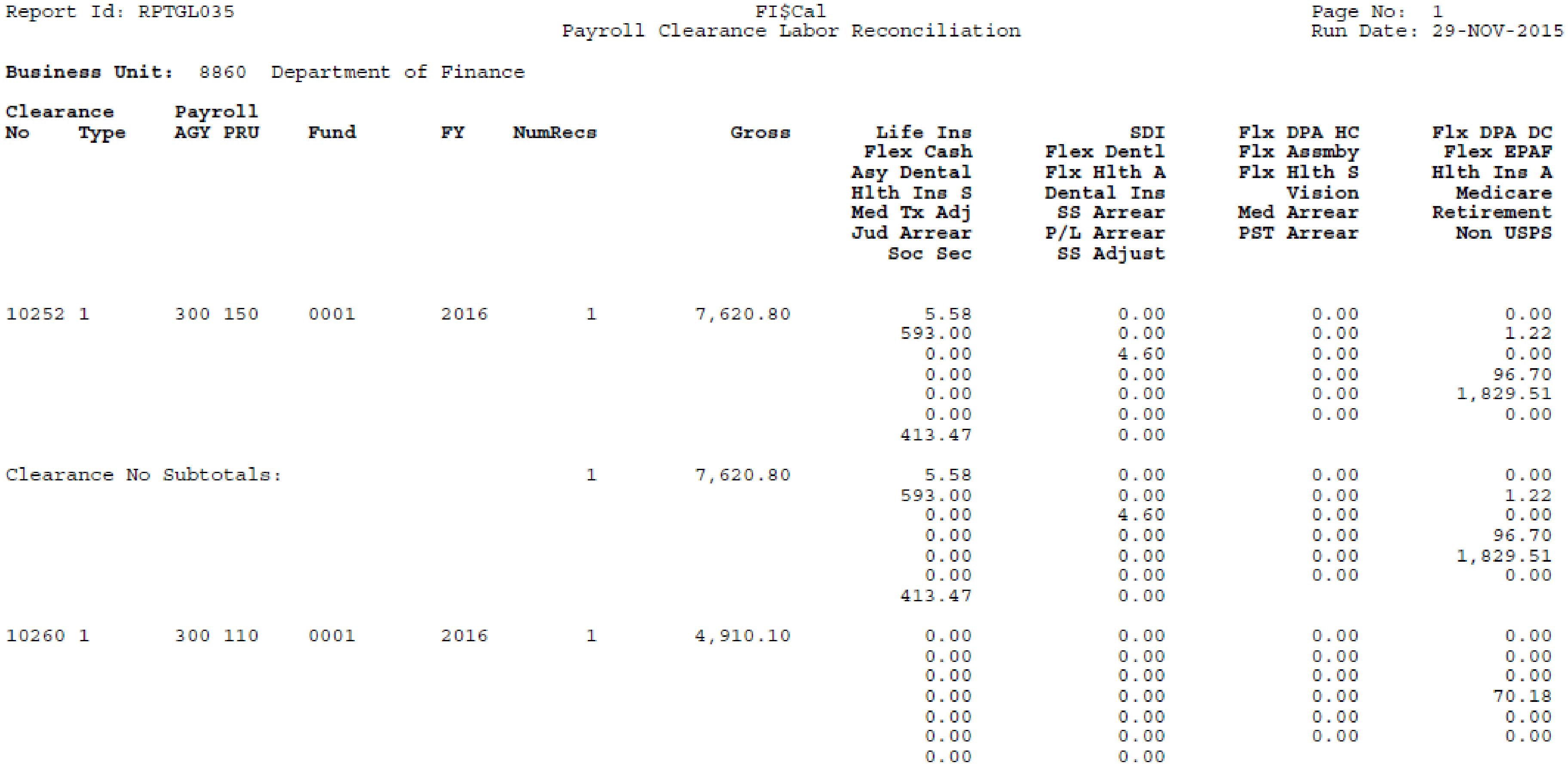
Report Manager
Process Monitor
Run

Report Request Parameters

Personalize | Find | View All |
First 1 of 1 Last

	Business Unit
1	8860

LD Reports – Payroll Clearance Labor Reconciliation



```
Report Id: RPTGL035                                    FI$Cal                                         Page No:  1
                                       Payroll Clearance Labor Reconciliation                         Run Date: 29-NOV-2015

Business Unit:  8860  Department of Finance

Clearance     Payroll
No    Type    AGY PRU    Fund       FY     NumRecs          Gross        Life Ins          SDI     Flx DPA HC     Flx DPA DC
                                                                        Flex Cash   Flex Dentl    Flx Assmby      Flex EPAF
                                                                       Asy Dental   Flx Hlth A    Flx Hlth S     Hlth Ins A
                                                                       Hlth Ins S   Dental Ins        Vision       Medicare
                                                                       Med Tx Adj    SS Arrear    Med Arrear     Retirement
                                                                       Jud Arrear   P/L Arrear    PST Arrear       Non USPS
                                                                          Soc Sec    SS Adjust


10252 1       300 150    0001       2016         1       7,620.80            5.58         0.00          0.00           0.00
                                                                          593.00         0.00          0.00           1.22
                                                                            0.00         4.60          0.00           0.00
                                                                            0.00         0.00          0.00          96.70
                                                                            0.00         0.00          0.00       1,829.51
                                                                            0.00         0.00          0.00           0.00
                                                                          413.47         0.00

Clearance No Subtotals:                          1       7,620.80            5.58         0.00          0.00           0.00
                                                                          593.00         0.00          0.00           1.22
                                                                            0.00         4.60          0.00           0.00
                                                                            0.00         0.00          0.00          96.70
                                                                            0.00         0.00          0.00       1,829.51
                                                                            0.00         0.00          0.00           0.00
                                                                          413.47         0.00

10260 1       300 110    0001       2016         1       4,910.10            0.00         0.00          0.00           0.00
                                                                            0.00         0.00          0.00           0.00
                                                                            0.00         0.00          0.00           0.00
                                                                            0.00         0.00          0.00          70.18
                                                                            0.00         0.00          0.00           0.00
                                                                            0.00         0.00          0.00           0.00
                                                                            0.00         0.00
```

LD Queries

Reviewing Configurations:

- ZZ_EMP_OPTIONS
- ZZ_EMP_DEFAULTS
- ZZ_EMP_GROUP_DEFAULTS

Labor Distribution Handout #3

LD Queries

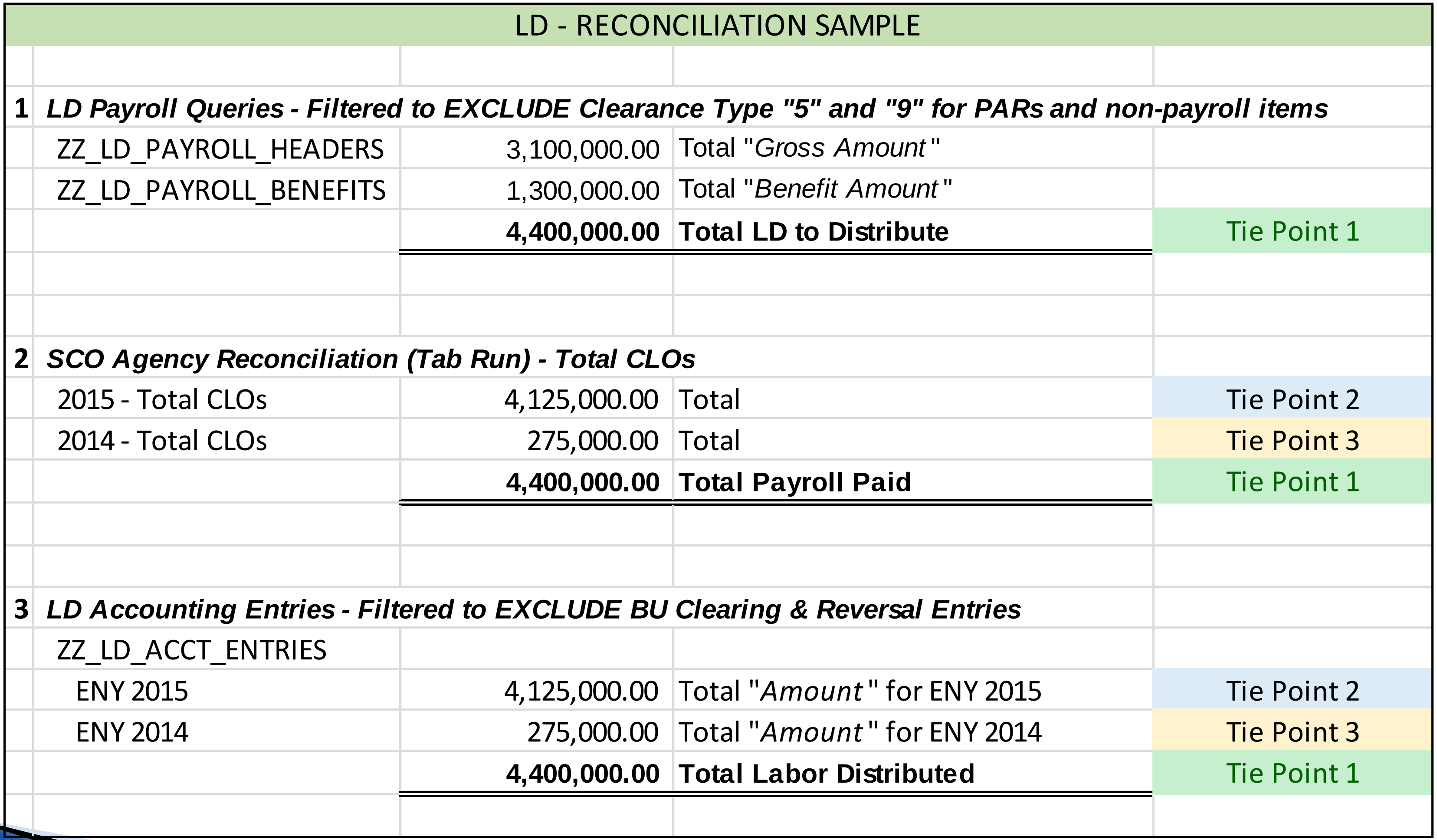
Reviewing Status of Labor Distribution:

- ZZ_LD_PAYROLL_HEADERS
- ZZ_LD_PAYROLL_BENEFITS
- ZZ_PAYROLL_ERR
- ZZ_BUDGET_ERR_ONLY
- ZZ_CHARTFIELD_ERR

*In addition, use the *Activity Sheet Error* report and the *Missing Activity Sheet* report as applicable.

Labor Distribution Handout #3

LD Reconciliation



	LD - RECONCILIATION SAMPLE			
1	***LD Payroll Queries - Filtered to EXCLUDE Clearance Type "5" and "9" for PARs and non-payroll items***			
	ZZ_LD_PAYROLL_HEADERS	3,100,000.00	Total "*Gross Amount*"	
	ZZ_LD_PAYROLL_BENEFITS	1,300,000.00	Total "*Benefit Amount*"	
		4,400,000.00	**Total LD to Distribute**	Tie Point 1
2	***SCO Agency Reconciliation (Tab Run) - Total CLOs***			
	2015 - Total CLOs	4,125,000.00	Total	Tie Point 2
	2014 - Total CLOs	275,000.00	Total	Tie Point 3
		4,400,000.00	**Total Payroll Paid**	Tie Point 1
3	***LD Accounting Entries - Filtered to EXCLUDE BU Clearing & Reversal Entries***			
	ZZ_LD_ACCT_ENTRIES			
	ENY 2015	4,125,000.00	Total "*Amount*" for ENY 2015	Tie Point 2
	ENY 2014	275,000.00	Total "*Amount*" for ENY 2014	Tie Point 3
		4,400,000.00	**Total Labor Distributed**	Tie Point 1

Labor Distribution Handouts #4 and 5

Labor Distribution

Supplemental Material for this segment:

1. Helpful Job Aids
2. Additional Information in Understanding Configuration Screens
3. Helpful Queries & Reports
4. Reconciliation Sample
5. Suggested Business Process
6. Presentation Screenshots

Allocations

Allocations

This segment will cover:

- Allocation Concept
- Allocation Configuration Overview
- Process to Run Allocations
- Journal Generated Transactions
- Allocation Reports

Allocation Concept

The Allocations Process is the business process which creates GL journal entries to reclassify (allocate) expenditures based on user-specified rules.

Costs with one or more characteristics in common are accumulated into cost pools. Cost pools are then assigned to one or more programs. Costs assigned to a program are either direct or indirect.

Direct costs are costs that can easily be identified to a program. Examples of direct costs are personal services for project staff, consultants, travel, and training.

Indirect costs do not have a direct relationship to the program and are assigned through the use of a formula. Examples of indirect costs are costs for administration and legal units, utilities, and rent.

Allocation Configuration Overview

- Allocation (ALO) configurations will be used by the ALO process to generate the transactions automatically. This is a critical step to determine how your costs are allocated.

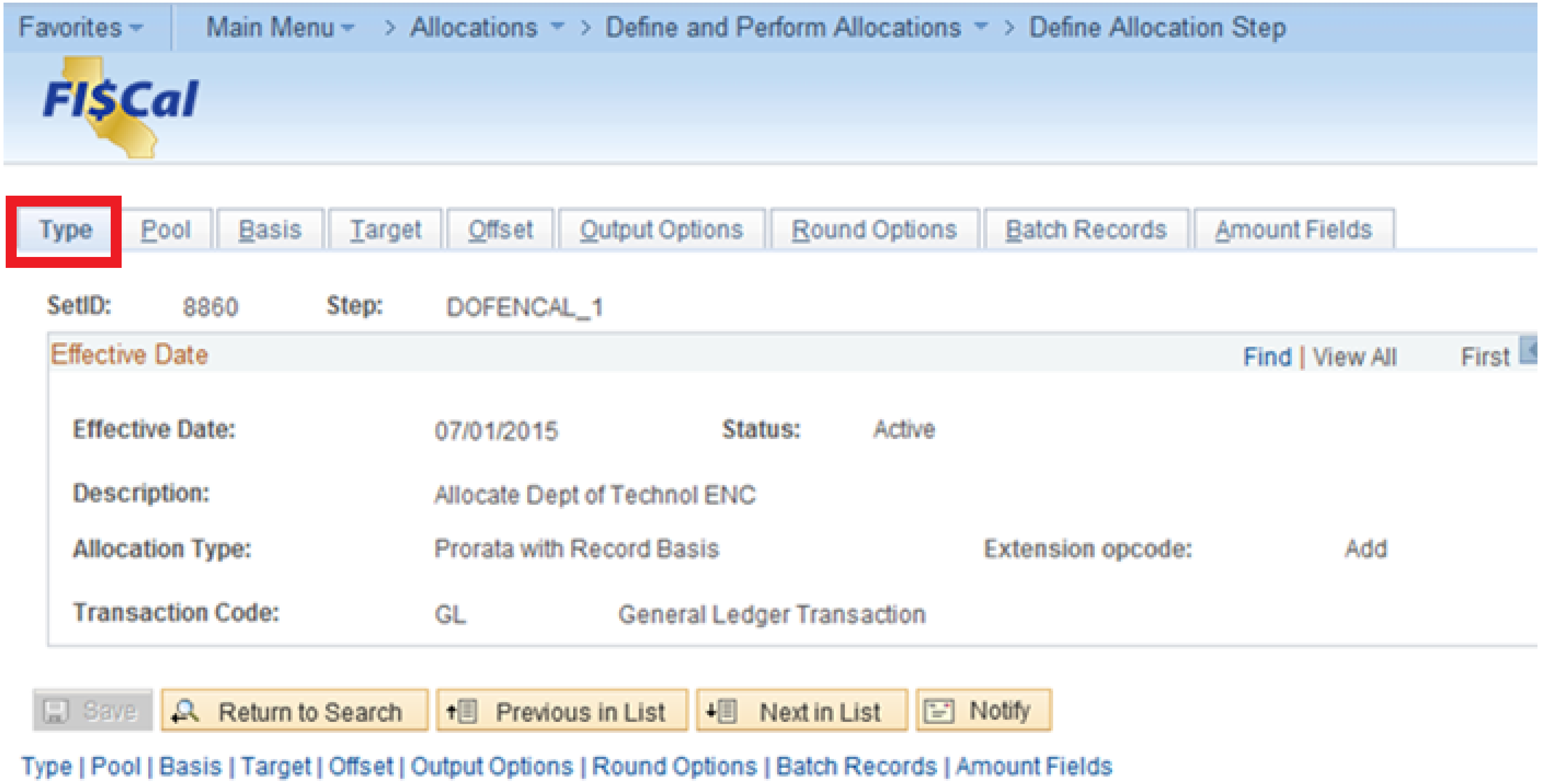
- Configurations:
  1. Define/Create ALO Steps (Work with FSC)
  2. Create ALO Groups (Work with FSC)

  *Please Refer to Handout ALO 03 – CMR Allocation

ALO Configurations

- Define the type of allocation
  - Allocate on a Fixed Basis
  - Arithmetic Operation
  - Copy
  - Prorata with Record Basis
  - Spread Evenly

ALO Configurations


Favorites
Main Menu
> Allocations
> Define and Perform Allocations
> Define Allocation Step
FI$Cal
Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date

Find | View All
First

Effective Date: 07/01/2015 **Status:** Active

Description: Allocate Dept of Technol ENC

Allocation Type: Prorata with Record Basis **Extension opcode:** Add

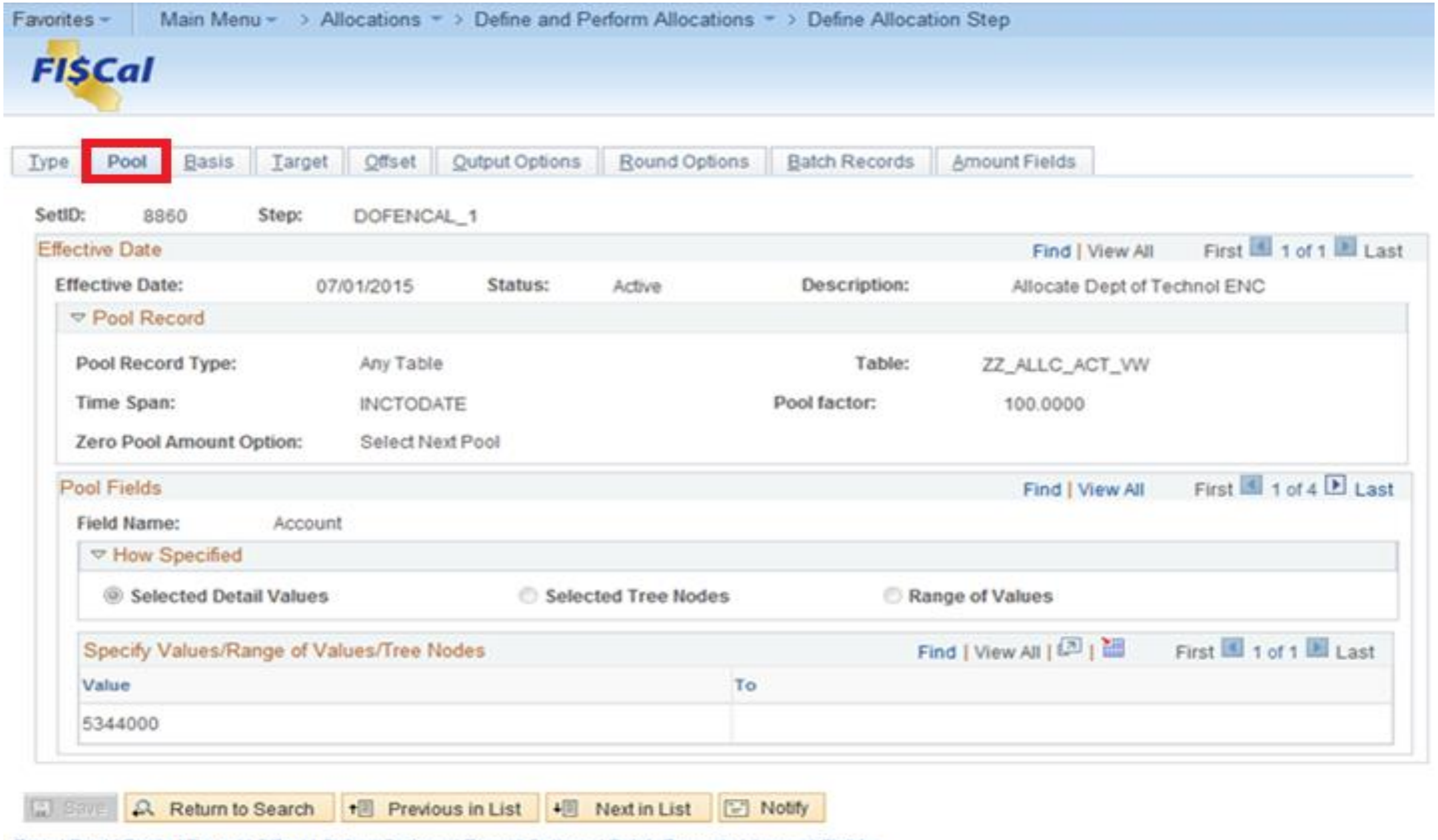
Transaction Code: GL General Ledger Transaction

Save
Return to Search
Previous in List
Next in List
Notify
Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations

- Define the Pool Record Type
  - Any Table
  - Fixed Amount
  - Ledger Group

ALO Configurations


Favorites
Main Menu
Allocations
Define and Perform Allocations
Define Allocation Step
FI$Cal
Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Pool Record

Pool Record Type: Any Table
Table: ZZ_ALLC_ACT_VW
Time Span: INCTODATE
Pool factor: 100.0000
Zero Pool Amount Option: Select Next Pool

Pool Fields (1 of 4)

Field Name: Account

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

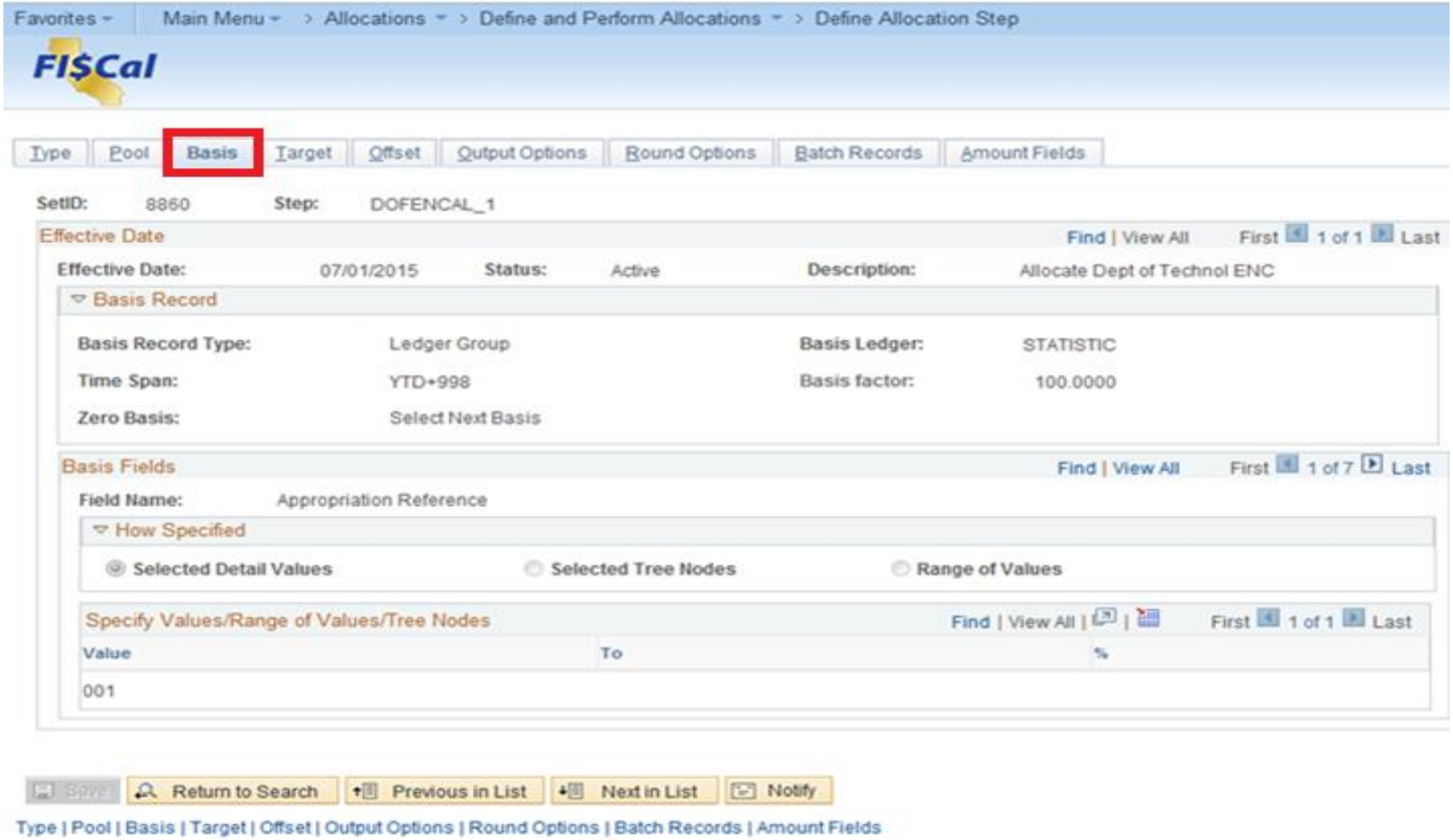
Value	To
5344000	

ALO Configurations

- Define the Basis
  - This depends on the allocation type you previously selected.

- Define the Target
  - This determines the destination for the allocation or the target record and target field values.

ALO Configurations


Favorites
Main Menu > Allocations > Define and Perform Allocations > Define Allocation Step
FI$Cal
Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields
Find | View All   First 1 of 1 Last
Save | Return to Search | Previous in List | Next in List | Notify
Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Basis Record

Basis Record Type: Ledger Group **Basis Ledger:** STATISTIC

Time Span: YTD+998 **Basis factor:** 100.0000

Zero Basis: Select Next Basis

Basis Fields (First 1 of 7 Last)

Field Name: Appropriation Reference

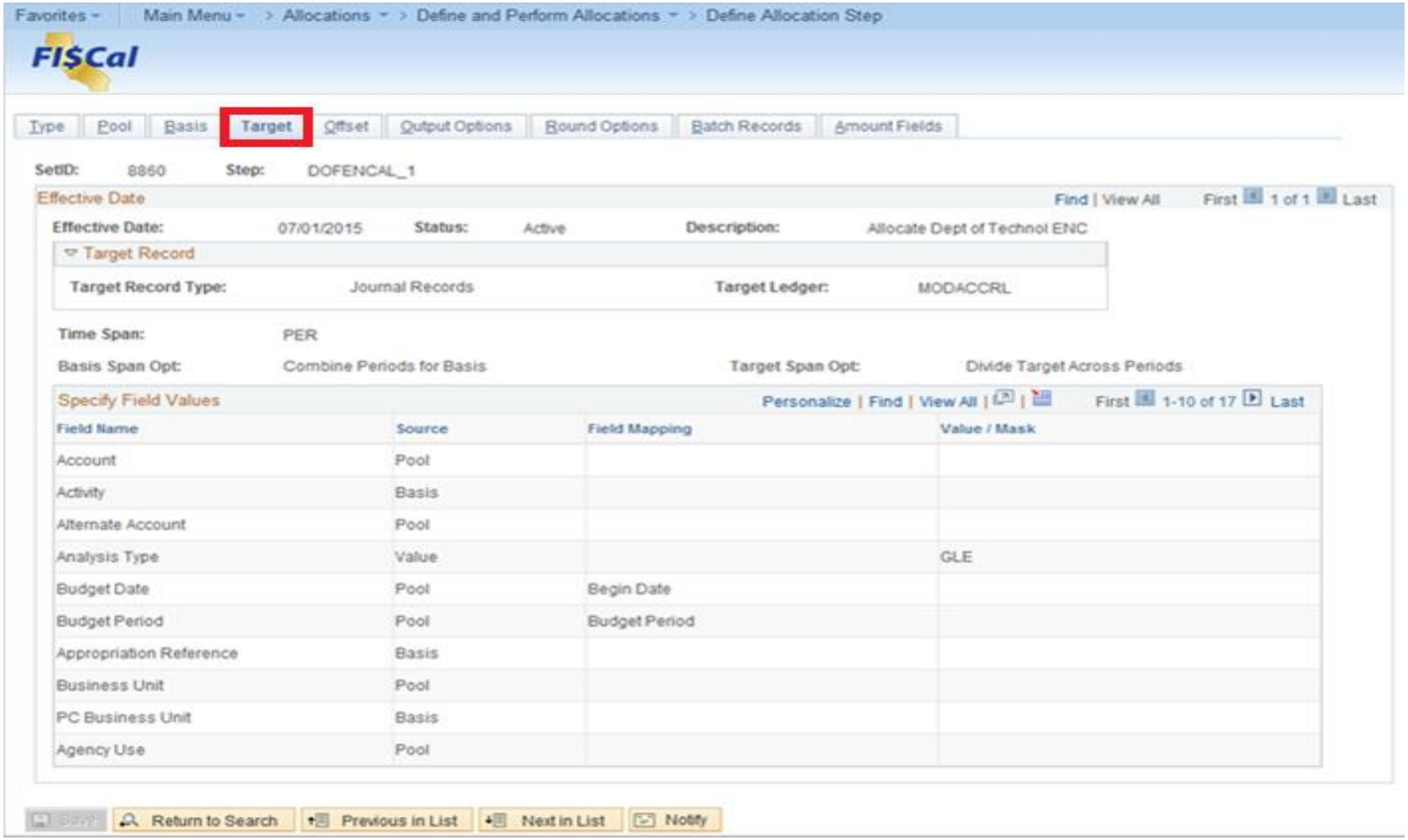
How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To	%
001		

ALO Configurations


Favorites
Main Menu
Allocations
Define and Perform Allocations
Define Allocation Step
FI$Cal
Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First 1 of 1 Last
Personalize | Find | View All |
First 1-10 of 17 Last
Save
Return to Search
Previous in List
Next in List
Notify

SetID: 8860 **Step:** DOFENCAL_1

Effective Date

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Target Record

Target Record Type: Journal Records **Target Ledger:** MODACCRL

Time Span: PER

Basis Span Opt: Combine Periods for Basis **Target Span Opt:** Divide Target Across Periods

Specify Field Values

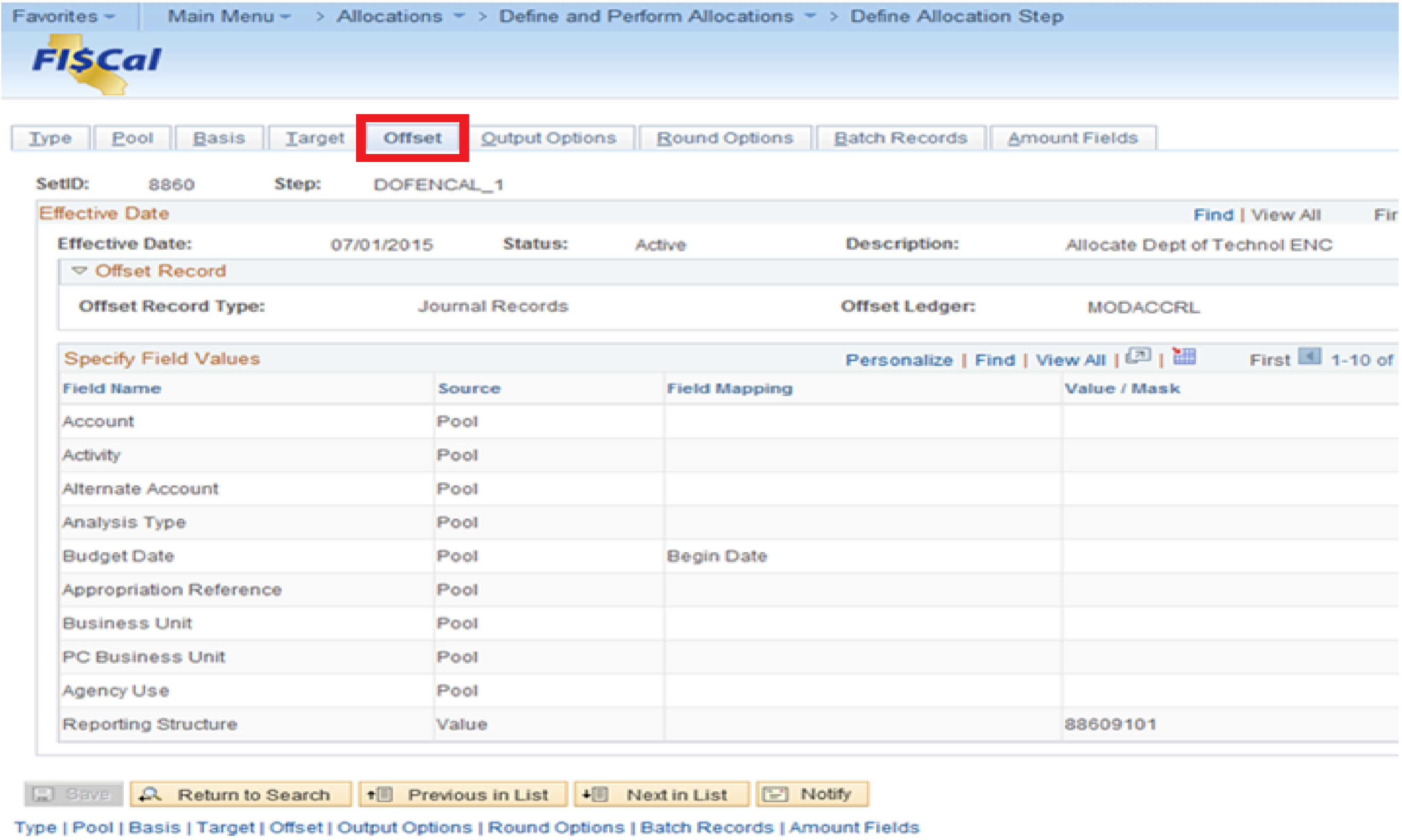
Field Name	Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Basis		
Alternate Account	Pool		
Analysis Type	Value		GLE
Budget Date	Pool	Begin Date	
Budget Period	Pool	Budget Period	
Appropriation Reference	Basis		
Business Unit	Pool		
PC Business Unit	Basis		
Agency Use	Pool		

ALO Configurations

- Define the Offset
    - This will balance the entries defined on the target tab.

- Define the Output Options
    - This will be used if the target or offset record is journals.

ALO Configurations


Favorites
Main Menu
> Allocations
> Define and Perform Allocations
> Define Allocation Step
FI$Cal
Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date

Find | View All Fir

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Offset Record

Offset Record Type: Journal Records **Offset Ledger:** MODACCRL

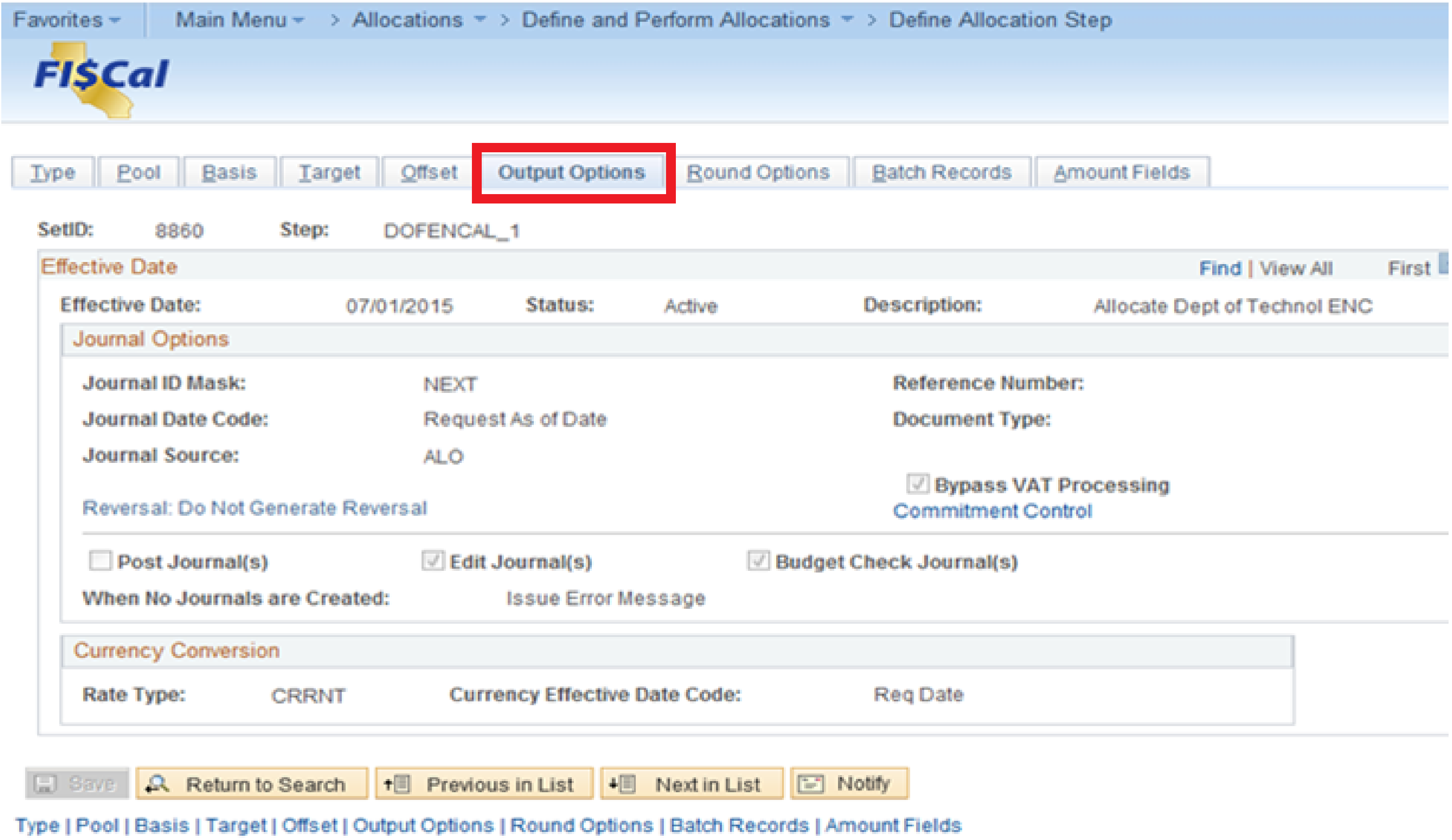
Specify Field Values

Personalize | Find | View All | | First 1-10 of

Field Name	Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Pool		
Alternate Account	Pool		
Analysis Type	Pool		
Budget Date	Pool	Begin Date	
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Agency Use	Pool		
Reporting Structure	Value		88609101

Save
Return to Search
Previous in List
Next in List
Notify
Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

ALO Configurations


Favorites
Main Menu
Allocations
Define and Perform Allocations
Define Allocation Step
FI$Cal
Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
Save
Return to Search
Previous in List
Next in List
Notify
Type | Pool | Basis | Target | Offset | Output Options | Round Options | Batch Records | Amount Fields

SetID: 8860 **Step:** DOFENCAL_1

Effective Date

Effective Date: 07/01/2015 **Status:** Active **Description:** Allocate Dept of Technol ENC

Journal Options

Journal ID Mask: NEXT

Journal Date Code: Request As of Date

Journal Source: ALO

Reference Number:

Document Type:

☑ **Bypass VAT Processing**

Commitment Control

Reversal: Do Not Generate Reversal

☐ **Post Journal(s)** ☑ **Edit Journal(s)** ☑ **Budget Check Journal(s)**

When No Journals are Created: Issue Error Message

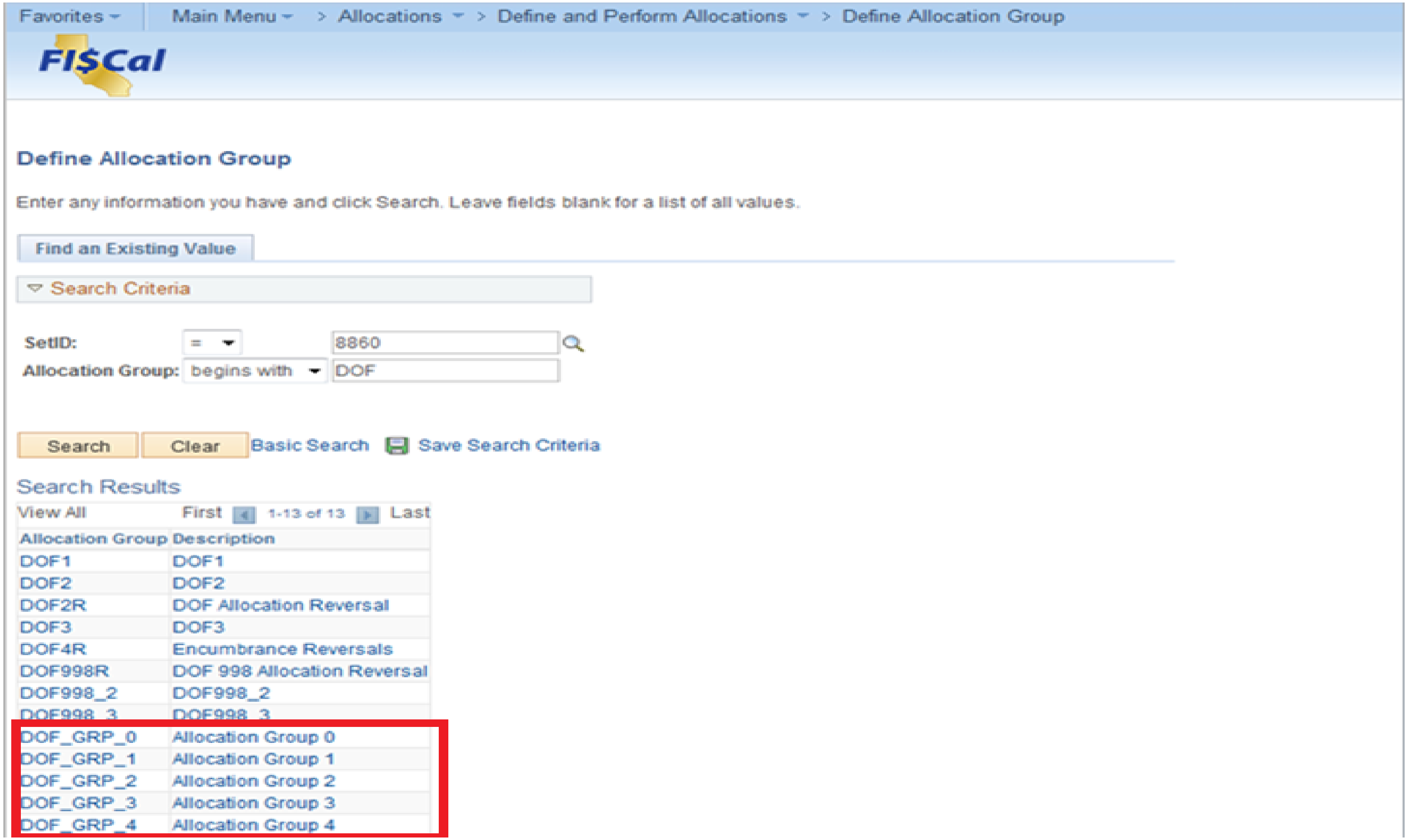
Currency Conversion

Rate Type: CRRNT **Currency Effective Date Code:** Req Date

ALO Configurations

- Define Allocation Groups
  - You need to determine in what order you should run your steps, and which steps can be ran together.
  - You need to work with the FI$Cal Service Center to set up your ALO groups.

ALO Configurations


Favorites
Main Menu > Allocations > Define and Perform Allocations > Define Allocation Group
FI$Cal
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria
View All
First
1-13 of 13
Last

Define Allocation Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

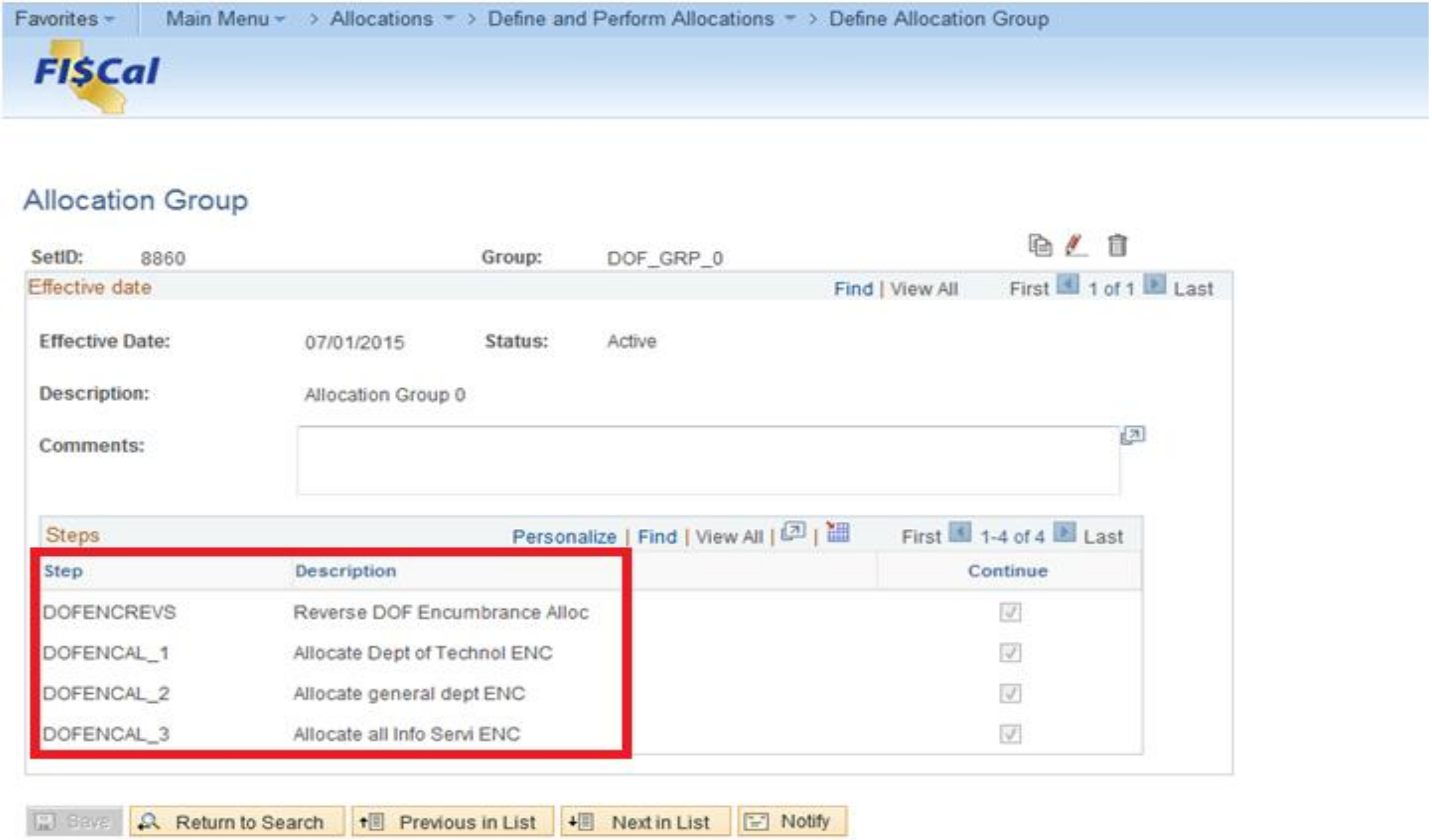
SetID: = 8860

Allocation Group: begins with DOF

Search Results

Allocation Group	Description
DOF1	DOF1
DOF2	DOF2
DOF2R	DOF Allocation Reversal
DOF3	DOF3
DOF4R	Encumbrance Reversals
DOF998R	DOF 998 Allocation Reversal
DOF998_2	DOF998_2
DOF998_3	DOF998_3
DOF_GRP_0	Allocation Group 0
DOF_GRP_1	Allocation Group 1
DOF_GRP_2	Allocation Group 2
DOF_GRP_3	Allocation Group 3
DOF_GRP_4	Allocation Group 4

ALO Configurations


Favorites
Main Menu
> Allocations
> Define and Perform Allocations
> Define Allocation Group
FI$Cal

Allocation Group

SetID: 8860
Group: DOF_GRP_0

Effective date
Find | View All
First 1 of 1 Last

Effective Date: 07/01/2015
Status: Active
Description: Allocation Group 0
Comments:

Steps
Personalize | Find | View All |
First 1-4 of 4 Last

Step	Description	Continue
DOFENCREVS	Reverse DOF Encumbrance Alloc	☑
DOFENCAL_1	Allocate Dept of Technol ENC	☑
DOFENCAL_2	Allocate general dept ENC	☑
DOFENCAL_3	Allocate all Info Servi ENC	☑

Save
Return to Search
Previous in List
Next in List
Notify

Run Allocations

- Run Cost Allocations

Run Allocations

- Run Cost Allocation Guide
  - Steps 1 – 2 Request Allocation
  - Steps 3 – 5 Process Request Parameters
  - Step 6 Process Scheduler Page
  - Step 7 Process Instance Number
  - Step 8 Tracking Sheet
  - Steps 9 – 11 Process Monitor Page / Status
  - Steps 12 – 18 View Log/Trace

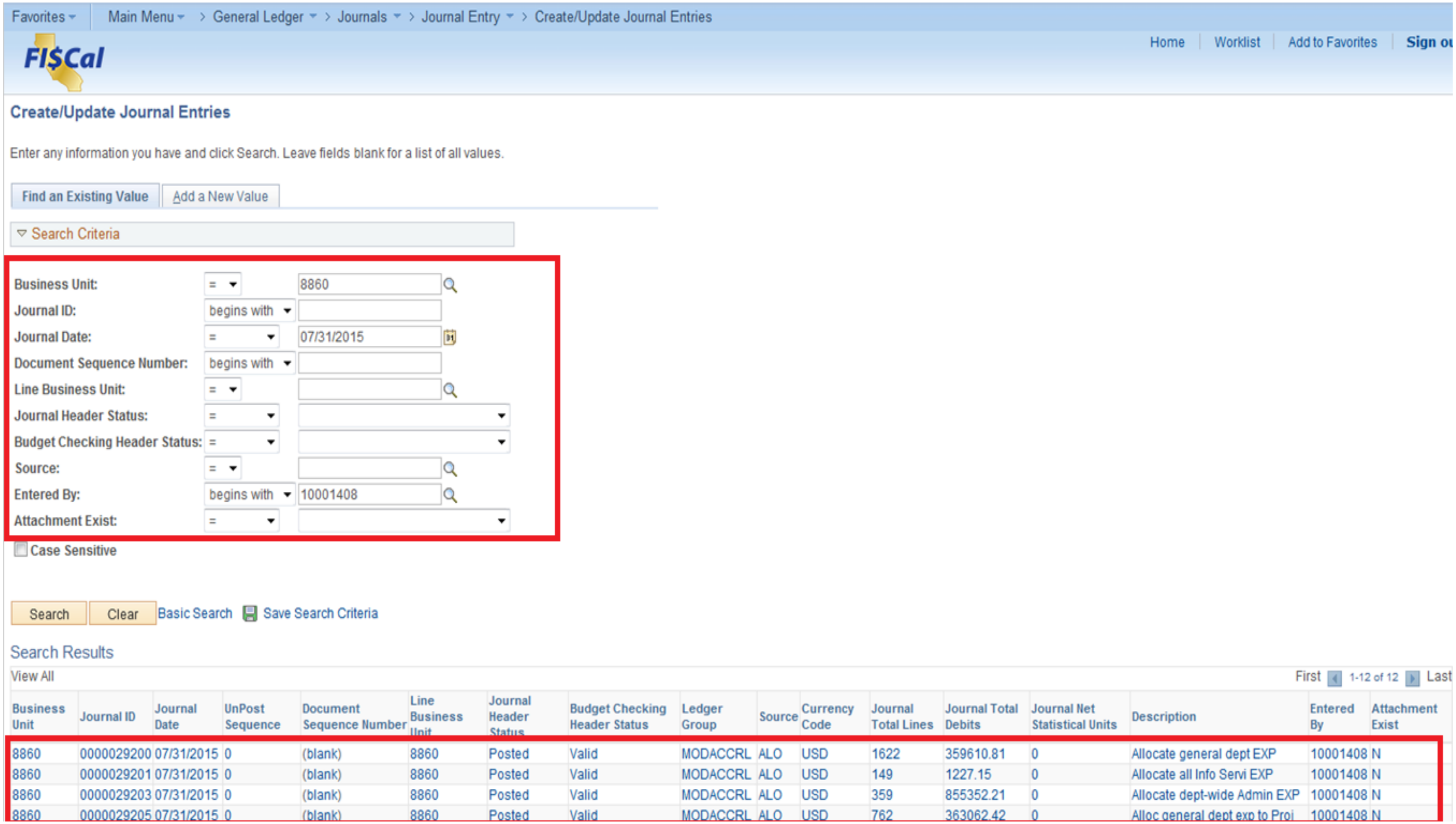
ALO Transactions

- During the ALO run, accounting entries are generated to be sent to the General Ledger.

- Types of Transactions:
    1. Normal Monthly ALO process

- The accounting entries debits and credits are respectively summed by ChartField combinations in Journal Generation to create ALO and RAL (Reverse Allocation) journal(s).

ALO Transactions


Favorites
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
FI$Cal
Home
Worklist
Add to Favorites
Sign ou
Find an Existing Value
Add a New Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria
View All
First
1-12 of 12
Last

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

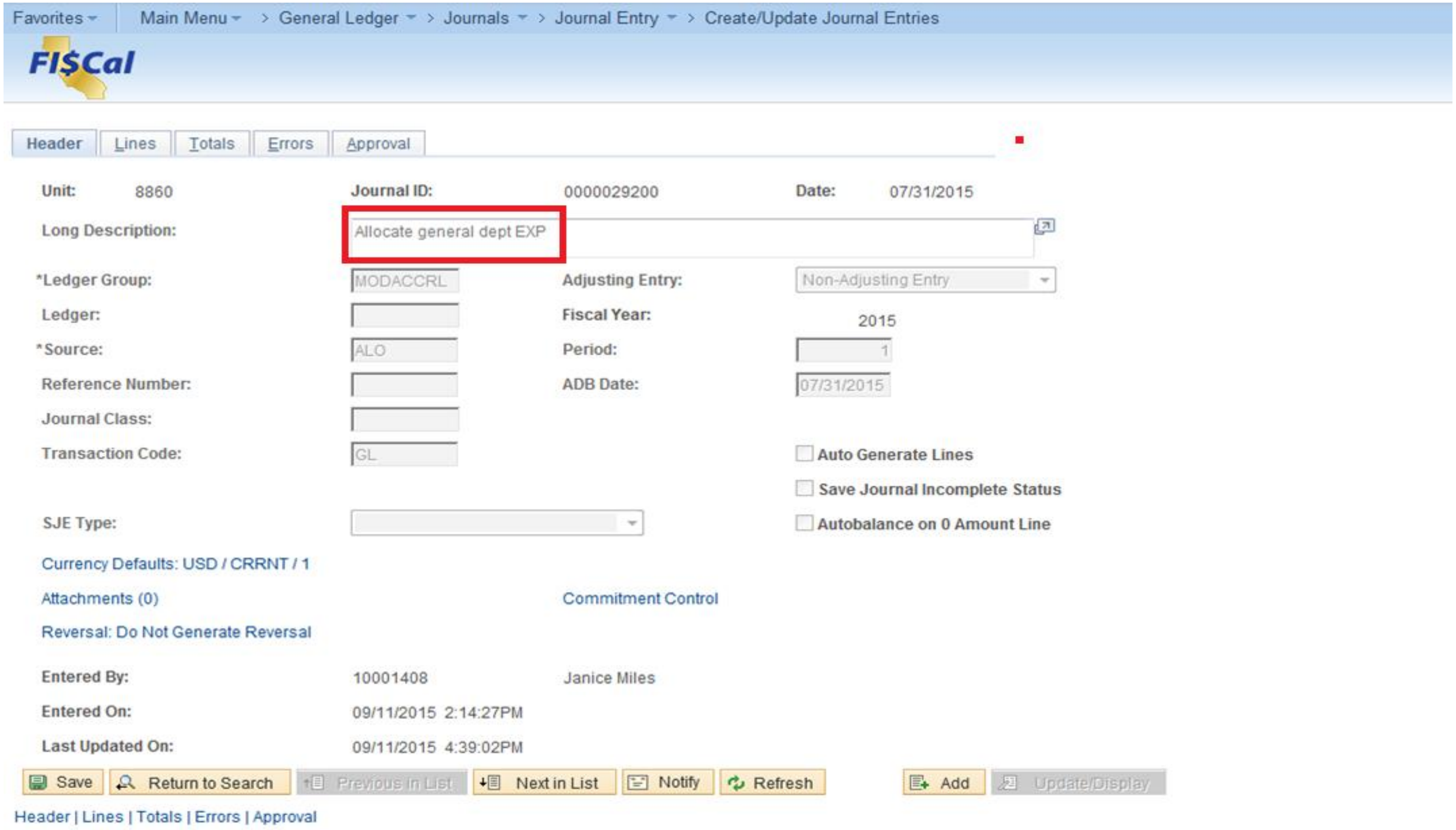
Business Unit:	=	8860
Journal ID:	begins with	
Journal Date:	=	07/31/2015
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	
Budget Checking Header Status:	=	
Source:	=	
Entered By:	begins with	10001408
Attachment Exist:	=	

☐ Case Sensitive

Search Results

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	Entered By	Attachment Exist
8860	0000029200	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	1622	359610.81	0	Allocate general dept EXP	10001408	N
8860	0000029201	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	149	1227.15	0	Allocate all Info Servi EXP	10001408	N
8860	0000029203	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	359	855352.21	0	Allocate dept-wide Admin EXP	10001408	N
8860	0000029205	07/31/2015	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	USD	762	363062.42	0	Alloc general dept exp to Proj	10001408	N

ALO Transactions


Favorites
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval

Unit:	8860	**Journal ID:**	0000029200	**Date:**	07/31/2015

Long Description: Allocate general dept EXP

***Ledger Group:**	MODACCRL	**Adjusting Entry:**	Non-Adjusting Entry
Ledger:		**Fiscal Year:**	2015
***Source:**	ALO	**Period:**	1
Reference Number:		**ADB Date:**	07/31/2015
Journal Class:			
Transaction Code:	GL		☐ **Auto Generate Lines**
			☐ **Save Journal Incomplete Status**
SJE Type:			☐ **Autobalance on 0 Amount Line**

Currency Defaults: USD / CRRNT / 1

Attachments (0)

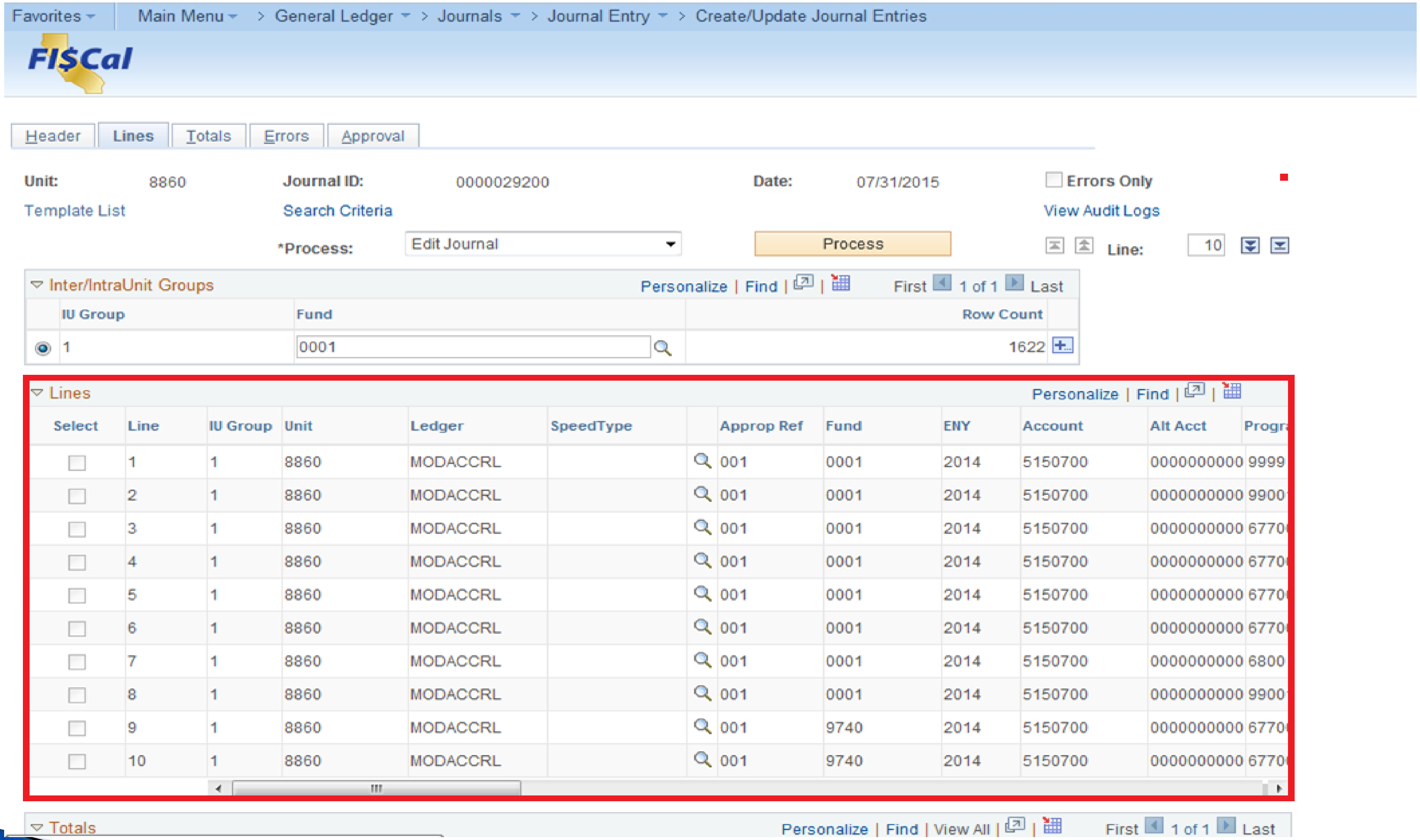
Commitment Control

Reversal: Do Not Generate Reversal

Entered By:	10001408	Janice Miles
Entered On:	09/11/2015 2:14:27PM	
Last Updated On:	09/11/2015 4:39:02PM	

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

ALO Transactions


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval
Process
Personalize | Find
First 1 of 1 Last
Totals
Personalize | Find | View All
First 1 of 1 Last

Unit: 8860 **Journal ID:** 0000029200 **Date:** 07/31/2015 ☐ **Errors Only**

Template List Search Criteria View Audit Logs

*Process: Edit Journal **Line:** 10

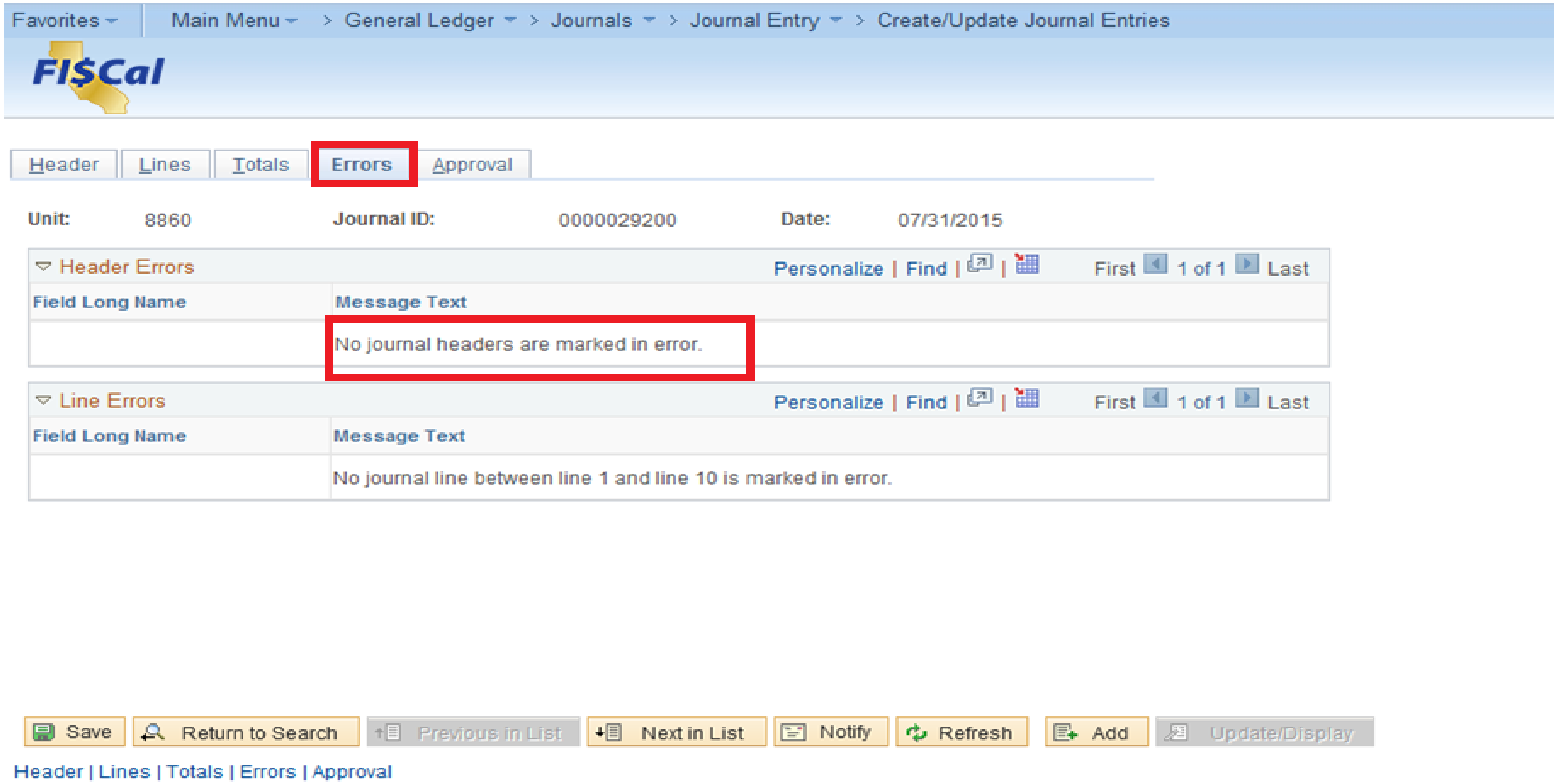
Inter/IntraUnit Groups

	IU Group	Fund	Row Count
●	1	0001	1622

Lines

Select	Line	IU Group	Unit	Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Progr
☐	1	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	9999
☐	2	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	9900
☐	3	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
☐	4	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
☐	5	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
☐	6	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6770
☐	7	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	6800
☐	8	1	8860	MODACCRL		001	0001	2014	5150700	0000000000	9900
☐	9	1	8860	MODACCRL		001	9740	2014	5150700	0000000000	6770
☐	10	1	8860	MODACCRL		001	9740	2014	5150700	0000000000	6770

ALO Transactions


Favorites
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval
Personalize | Find
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

Unit: 8860 **Journal ID:** 0000029200 **Date:** 07/31/2015

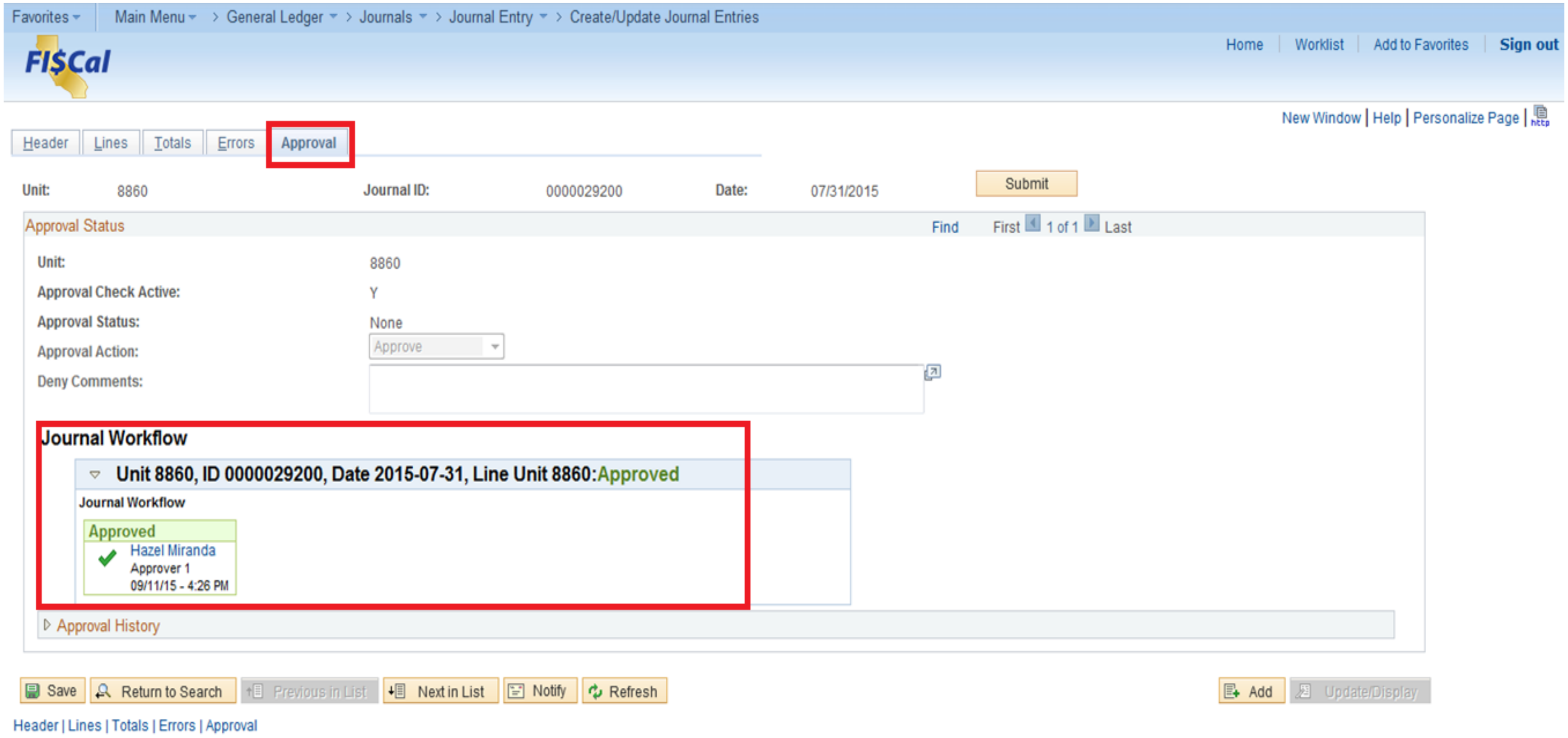
Header Errors

Field Long Name	Message Text
	No journal headers are marked in error.

Line Errors

Field Long Name	Message Text
	No journal line between line 1 and line 10 is marked in error.

ALO Transactions


Favorites
Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
FI$Cal
Home | Worklist | Add to Favorites | Sign out
New Window | Help | Personalize Page
Header
Lines
Totals
Errors
Approval
Submit
Find
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Header | Lines | Totals | Errors | Approval

Unit: 8860 **Journal ID:** 0000029200 **Date:** 07/31/2015

Approval Status

Unit: 8860

Approval Check Active: Y

Approval Status: None

Approval Action: Approve

Deny Comments:

Journal Workflow

Unit 8860, ID 0000029200, Date 2015-07-31, Line Unit 8860:Approved

Journal Workflow

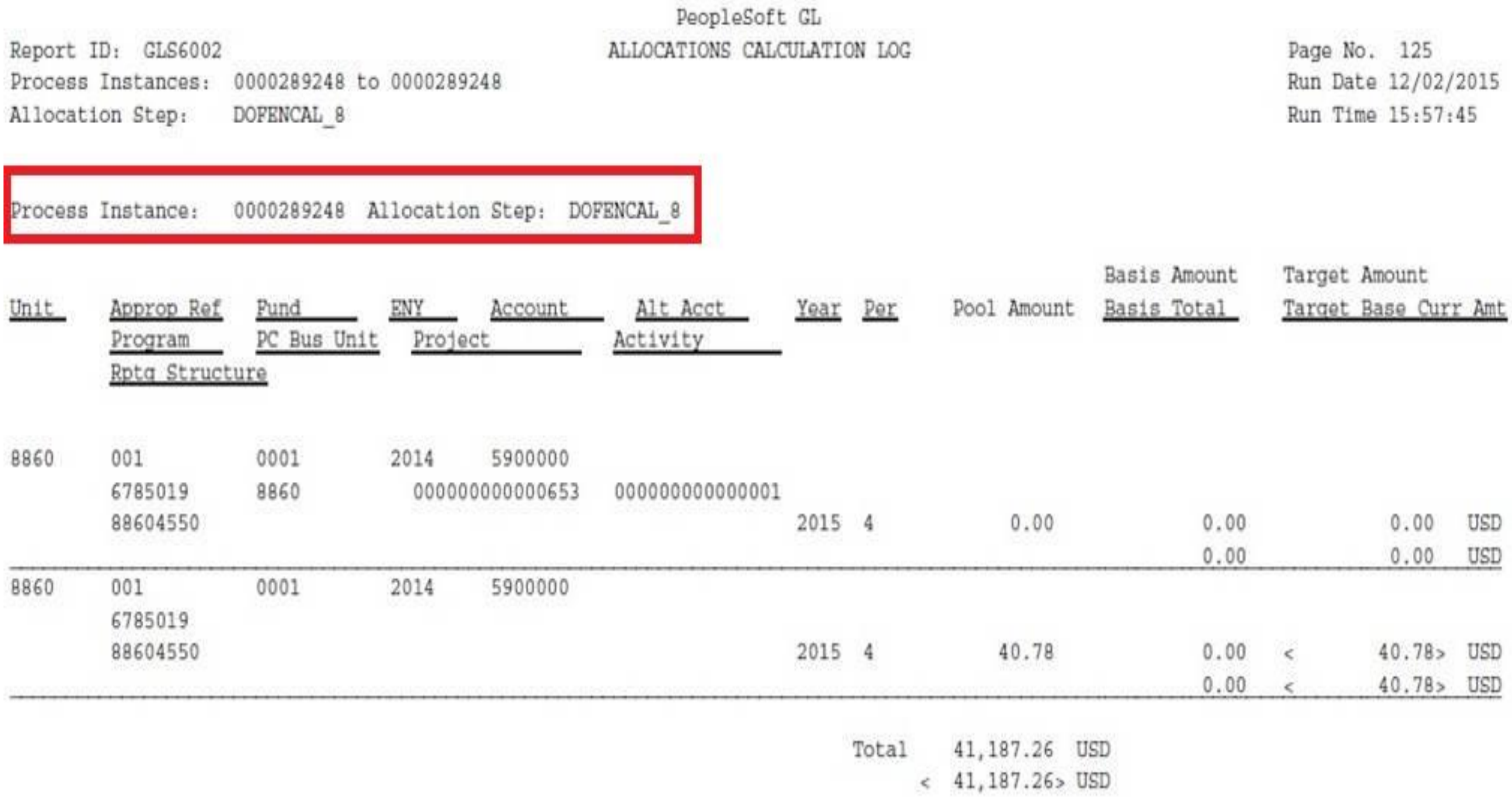
Approved
✓ Hazel Miranda
Approver 1
09/11/15 - 4:26 PM

Approval History

ALO Reports

- Once allocations have been ran; you will need to order the Allocation Calculation Logs. This log is used to determine if the ALO was performed successfully.
- Refer to the Run Cost Allocation Guide
  - Steps 16 – 19 Run Allocation Calculation Logs
  - Steps 20 – 21 Set report parameters and run

ALO Reports



```
                                             PeopleSoft GL
Report ID:  GLS6002                    ALLOCATIONS CALCULATION LOG                      Page No.  125
Process Instances:  0000289248 to 0000289248                                            Run Date 12/02/2015
Allocation Step:    DOFENCAL_8                                                          Run Time 15:57:45

Process Instance:   0000289248  Allocation Step:  DOFENCAL_8

                                                                              Basis Amount     Target Amount
Unit    Approp Ref  Fund      ENY     Account     Alt Acct     Year  Per   Pool Amount  Basis Total      Target Base Curr Amt
        Program     PC Bus Unit  Project          Activity
        Rptg Structure

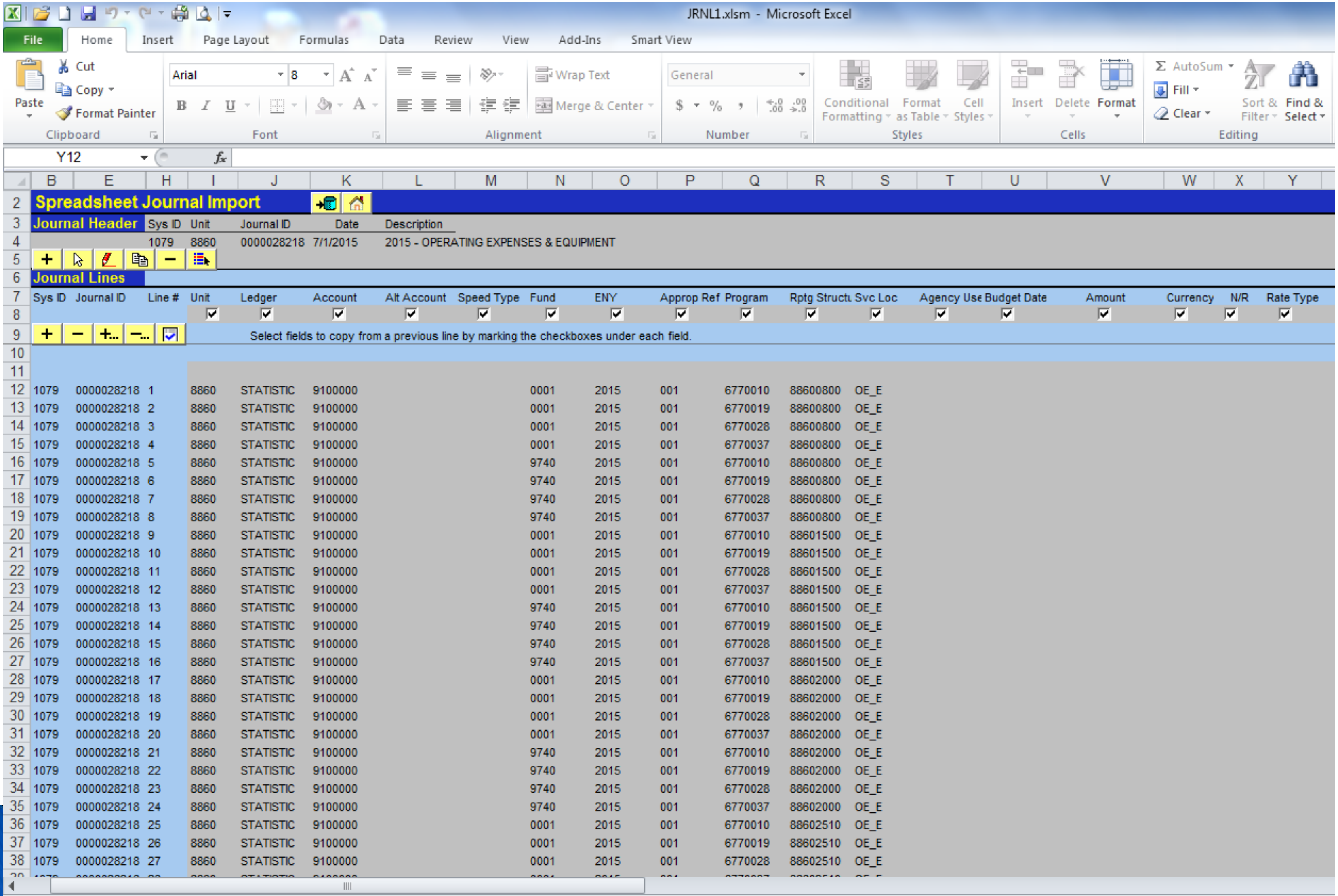

8860    001         0001      2014    5900000
        6785019     8860         000000000000653  000000000000001
        88604550                                               2015  4          0.00         0.00             0.00  USD
                                                                                              0.00             0.00  USD
--------------------------------------------------------------------------------------------------------------------------
8860    001         0001      2014    5900000
        6785019
        88604550                                               2015  4         40.78         0.00    <       40.78>  USD
                                                                                              0.00    <       40.78>  USD
--------------------------------------------------------------------------------------------------------------------------

                                                          Total    41,187.26  USD
                                                              <  41,187.26> USD
```

ALO Reports

- Use of Statistics Journals
  - Statistic Journals can be used to form the basis for allocating certain expenses
  - Following is an example of a journal upload template for the statistic journal

ALO Reports


JRNL1.xlsm - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Smart View
Paste
Cut
Copy
Format Painter
Clipboard
Arial
8
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
Y12

Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1079	8860	0000028218	7/1/2015	2015 - OPERATING EXPENSES & EQUIPMENT

Journal Lines

Select fields to copy from a previous line by marking the checkboxes under each field.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Fund	ENY	Approp Ref	Program	Rptg Structu	Svc Loc	Agency Use	Budget Date	Amount	Currency	N/R	Rate Type
			☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
1079	0000028218	1	8860	STATISTIC	9100000			0001	2015	001	6770010	88600800	OE_E						
1079	0000028218	2	8860	STATISTIC	9100000			0001	2015	001	6770019	88600800	OE_E						
1079	0000028218	3	8860	STATISTIC	9100000			0001	2015	001	6770028	88600800	OE_E						
1079	0000028218	4	8860	STATISTIC	9100000			0001	2015	001	6770037	88600800	OE_E						
1079	0000028218	5	8860	STATISTIC	9100000			9740	2015	001	6770010	88600800	OE_E						
1079	0000028218	6	8860	STATISTIC	9100000			9740	2015	001	6770019	88600800	OE_E						
1079	0000028218	7	8860	STATISTIC	9100000			9740	2015	001	6770028	88600800	OE_E						
1079	0000028218	8	8860	STATISTIC	9100000			9740	2015	001	6770037	88600800	OE_E						
1079	0000028218	9	8860	STATISTIC	9100000			0001	2015	001	6770010	88601500	OE_E						
1079	0000028218	10	8860	STATISTIC	9100000			0001	2015	001	6770019	88601500	OE_E						
1079	0000028218	11	8860	STATISTIC	9100000			0001	2015	001	6770028	88601500	OE_E						
1079	0000028218	12	8860	STATISTIC	9100000			0001	2015	001	6770037	88601500	OE_E						
1079	0000028218	13	8860	STATISTIC	9100000			9740	2015	001	6770010	88601500	OE_E						
1079	0000028218	14	8860	STATISTIC	9100000			9740	2015	001	6770019	88601500	OE_E						
1079	0000028218	15	8860	STATISTIC	9100000			9740	2015	001	6770028	88601500	OE_E						
1079	0000028218	16	8860	STATISTIC	9100000			9740	2015	001	6770037	88601500	OE_E						
1079	0000028218	17	8860	STATISTIC	9100000			0001	2015	001	6770010	88602000	OE_E						
1079	0000028218	18	8860	STATISTIC	9100000			0001	2015	001	6770019	88602000	OE_E						
1079	0000028218	19	8860	STATISTIC	9100000			0001	2015	001	6770028	88602000	OE_E						
1079	0000028218	20	8860	STATISTIC	9100000			0001	2015	001	6770037	88602000	OE_E						
1079	0000028218	21	8860	STATISTIC	9100000			9740	2015	001	6770010	88602000	OE_E						
1079	0000028218	22	8860	STATISTIC	9100000			9740	2015	001	6770019	88602000	OE_E						
1079	0000028218	23	8860	STATISTIC	9100000			9740	2015	001	6770028	88602000	OE_E						
1079	0000028218	24	8860	STATISTIC	9100000			9740	2015	001	6770037	88602000	OE_E						
1079	0000028218	25	8860	STATISTIC	9100000			0001	2015	001	6770010	88602510	OE_E						
1079	0000028218	26	8860	STATISTIC	9100000			0001	2015	001	6770019	88602510	OE_E						
1079	0000028218	27	8860	STATISTIC	9100000			0001	2015	001	6770028	88602510	OE_E						

Allocations

Supplemental Material for this segment:

- ALO 01 – Helpful Job Aids
- ALO 02 – Run Cost Allocation Guide
- ALO 03 – CMR_Allocations
- ALO 04 – FM XX Run & Process Instance Log

Break

General Ledger and Commitment Control

Commitment Control and General Ledger

This segment will cover:

- Commitment Control
    - Overview
    - Reports
- General Ledger
    - Overview
    - Reports
    - Queries
- Commitment Control vs. General Ledger

Commitment Control - Defined

- Commitment Control enables budgetary control on financial transactions such as encumbrances, expenditures and reimbursements

- Commitment Control is the structure and rules setup that defines the budget checking process for an organization

- Commitment Control enables an organization to budget check transactions against predefined budgets

- Commitment Control is:
  - ***Control Tool*** – prevents spending outside of authorizations
  - ***Management Tool*** – record and monitor activities against budgets (Appropriation or Operating budgets)
  - ***Reporting Tool*** – produce reports on budgets and related activities (remaining spending authority)

Commitment Control – Ledgers

Purpose: Store budget amounts and financial transactions that have been successfully budget checked against predefined budgets

CC_APPROP:

- Ledger displays the Budget Act appropriations

CC_REV:

- Ledger displays Budget Act reimbursements

CC_DTL:

- Ledger displays expenditure activity at the lowest transaction level

CC_DTL_REV:

- Ledger displays reimbursement and revenue activity at the lowest transaction level

CC_LABOR:

- Ledger displays labor transactions

Note: only Appropriated Encumbrances and Expenditures will post to Commitment Control

Commitment Control – Budgets

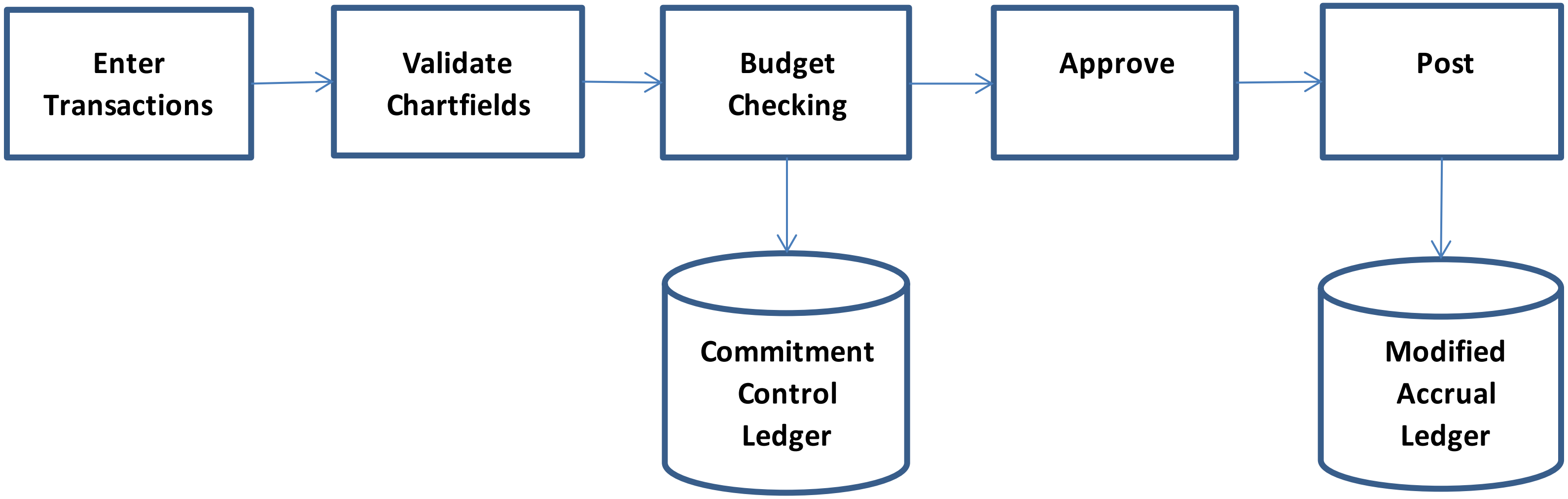
Budget Act

- Enacted appropriations are created in Commitment Control by SCO/FI$Cal
- Central Control
  - Transactions that exceed the available budget will error out during the budget check process and will not post to Commitment Control
  - No further processing can be performed until the transaction error is corrected

Operating Budgets

- Lower level budgets are created by departments
- Department Control
  - Track with Budget – Verifies transactions against corresponding budget chartfield values
  - Track without Budget – All transactions pass budget checking (track transactions only)

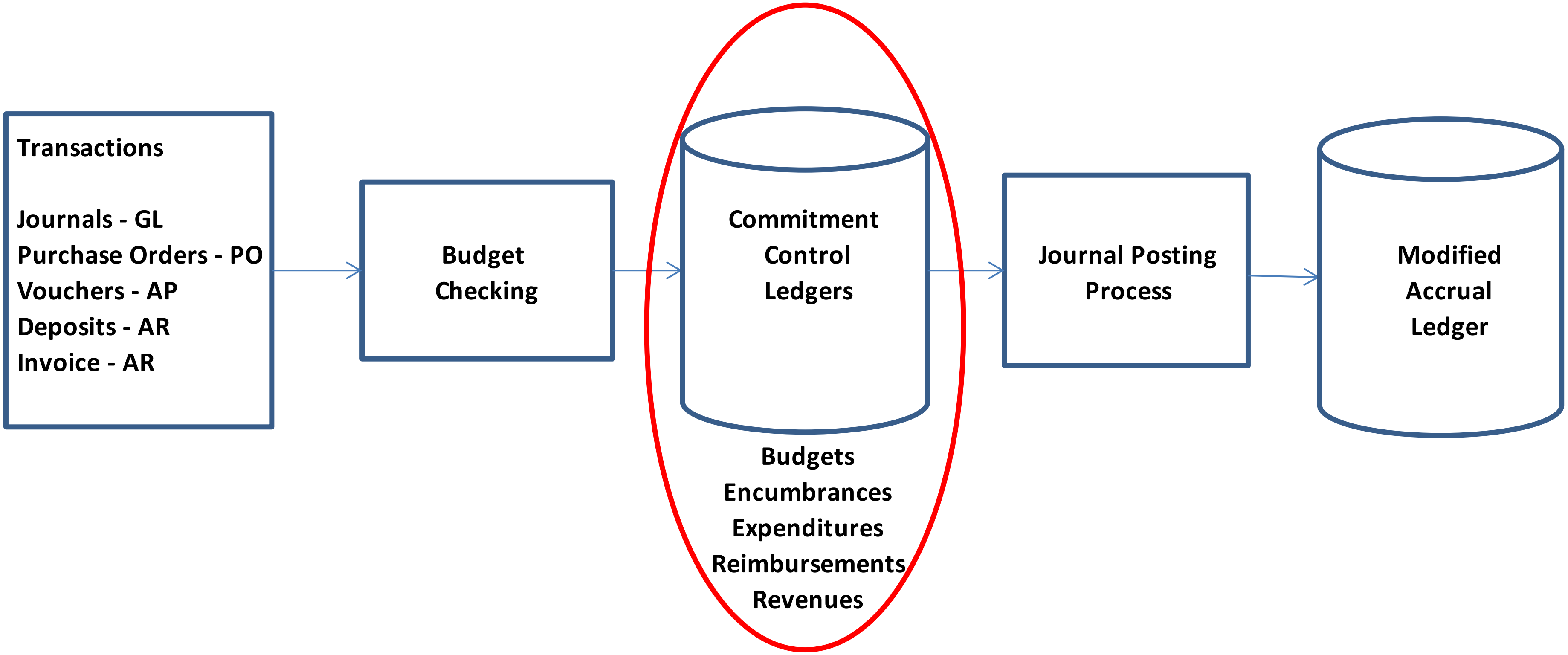
Commitment Control – Transaction Flow


Enter Transactions
Validate Chartfields
Budget Checking
Approve
Post
Commitment Control Ledger
Modified Accrual Ledger

- Commitment Control Ledgers -
    - Encumbrances (Purchase Orders), Expenditures, Reimbursements, Revenues

- Modified Accrual Ledger (GL) -
    - Expenditures, Reimbursements, Revenues

Commitment Control - Overview



Transactions

Journals - GL
Purchase Orders - PO
Vouchers - AP
Deposits - AR
Invoice - AR

Budget Checking

Commitment Control Ledgers

Budgets
Encumbrances
Expenditures
Reimbursements
Revenues

Journal Posting Process

Modified Accrual Ledger

- Budgetary control is applied on all module transactions through the budget checking process
- Only transactions that pass budget checking will effect appropriations and reimbursement authority

Commitment Control – Reports & Queries

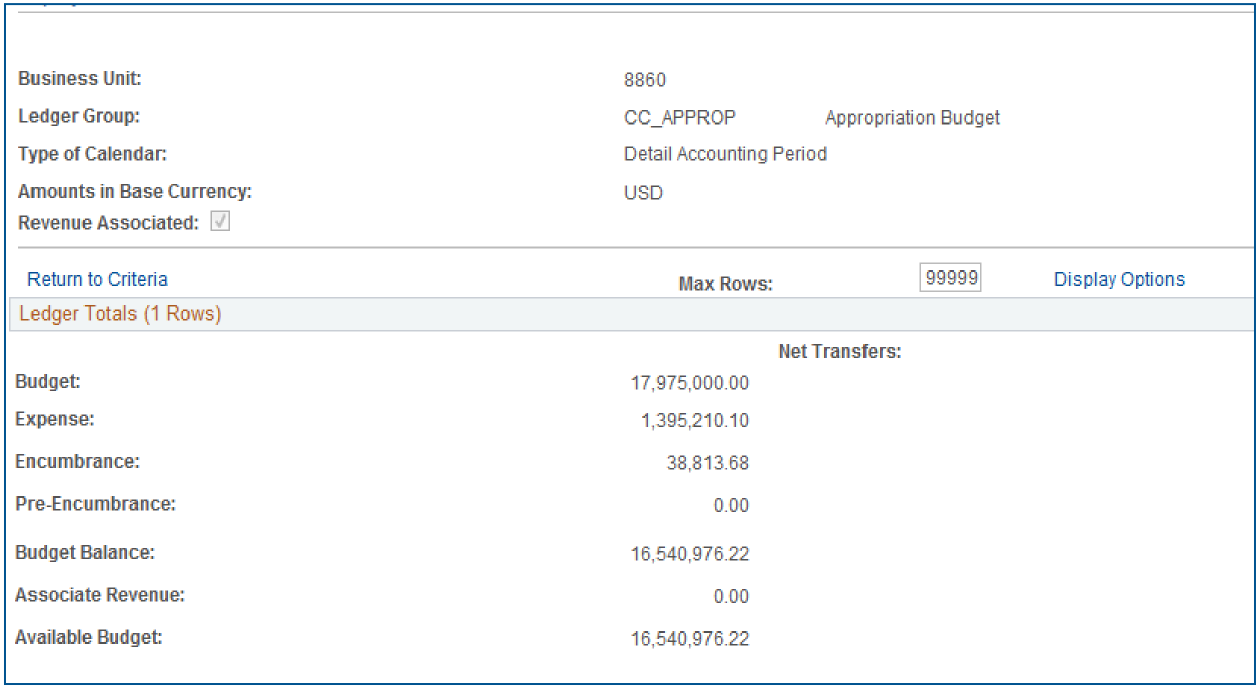
Reports: (see reports handout)

- ***Program Disbursement Activity Report*** –
  - Displays expenditures, encumbrances, and budget amounts for all chartfield combinations, separated by Account
- ***Final Budget Report (Report 6)*** –
  - Summary of appropriations and reimbursements as of a specified date
  - Appropriations include expenditures, encumbrances, and balances
- ***Budget Status Report*** –
  - Displays all appropriations (budget, pre-encumbrance, encumbrance, expenditure, reimbursements) and the available balance
- ***Encumbrance Status Report*** –
  - Summary of encumbrances for a specified PO within a defined date range

Commitment Control – Reports & Queries – continued

Online Query:

- ***Budget Overview –***
  - Displays real-time information by chartfield value for a specified date



Business Unit: 8860

Ledger Group: CC_APPROP Appropriation Budget

Type of Calendar: Detail Accounting Period

Amounts in Base Currency: USD

Revenue Associated: ☑

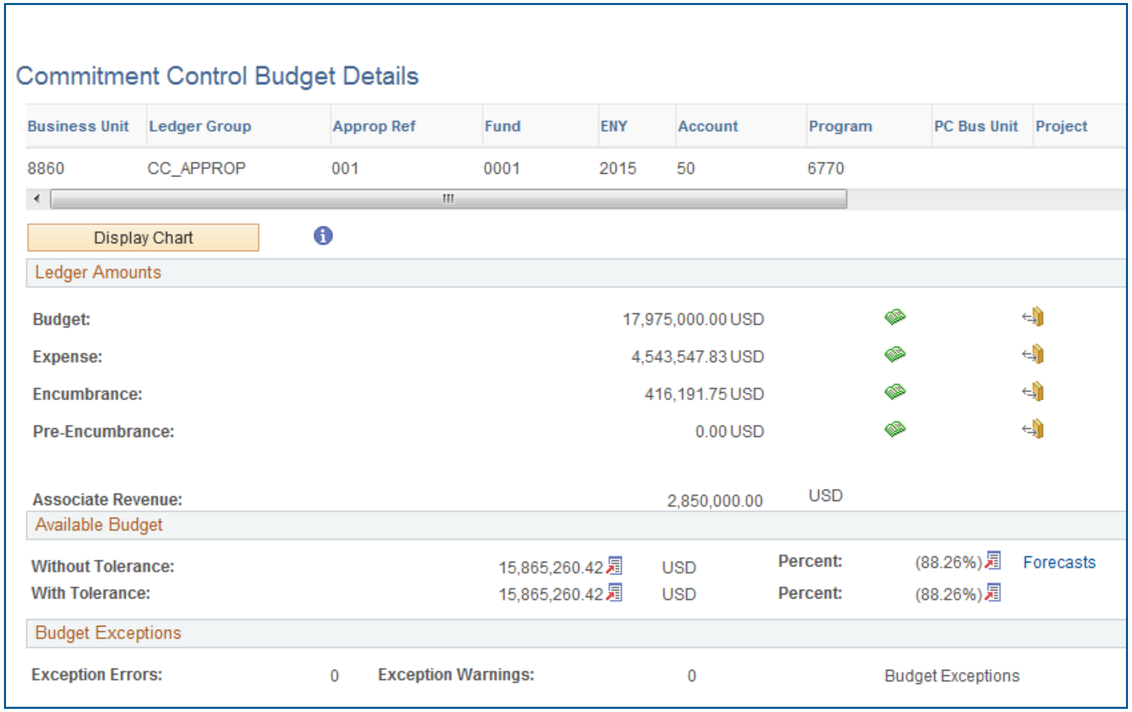
Ledger Totals (1 Rows)

		Net Transfers:
Budget:	17,975,000.00	
Expense:	1,395,210.10	
Encumbrance:	38,813.68	
Pre-Encumbrance:	0.00	
Budget Balance:	16,540,976.22	
Associate Revenue:	0.00	
Available Budget:	16,540,976.22	

Note: Reimbursement authority (Estimated Revenue) is not included on this query

Commitment Control – Reports & Queries – continued

- ***Budget Details –***
  - Displays real-time appropriation balances by chartfield value



Commitment Control Budget Details

Business Unit	Ledger Group	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project
8860	CC_APPROP	001	0001	2015	50	6770		

Ledger Amounts

Budget:	17,975,000.00	USD
Expense:	4,543,547.83	USD
Encumbrance:	416,191.75	USD
Pre-Encumbrance:	0.00	USD
Associate Revenue:	2,850,000.00	USD

Available Budget

Without Tolerance:	15,865,260.42	USD	**Percent:**	(88.26%)	Forecasts
With Tolerance:	15,865,260.42	USD	**Percent:**	(88.26%)	

Budget Exceptions

Exception Errors: 0 **Exception Warnings:** 0 Budget Exceptions

Note: S*pecified date range is not available for this online query*

General Ledger

- Sub-module transactions (AP and AR) post to the General Ledger through journal generation:
    - Pass Edit Checking
    - Pass Budget Checking
    - Approved
- Encumbrance transactions are not included in the General Ledger
- General Ledger Transactions
    - Manual allocations
    - Sub-module accounting entry corrections
    - SCO journals

Note: Corrections to sub-module transactions should be made in the module it was generated (AP or AR).

General Ledger – Ledgers

Purpose: Store financial transactions that have been approved, budget and edit checked successfully

Modified Accrual Ledger (MODACCRL) –

- Displays cash basis and modified accrual (not paid/recognized by SCO) transactions.

Budgetary Legal Ledger (BLL) –

- Displays cash basis, modified accrual (not paid/recognized by SCO) and encumbrance transactions

Accrual Basis Ledger –

- Displays full accrual transactions (Capital Assets)

General Ledger – Journal Source

Purpose: Used to 1) identify the transaction and 2) populate certain transactions on reports (PFA and SCO Agency Reconciliation)

GL Journal Source:

•*ONL* – (i.e. Manually allocate costs not configured in allocations)

•*SPJ* – (i.e. Manually allocate costs not configured in allocations)

•*NPF* – (i.e. SCO JE or corrections to sub-module transactions)

•*ACC* – (i.e. Year-End accruals and adjusting entries)

Note: If you do not have allocations configured to distribute employee costs other than labor, you can manually allocate these costs to the ultimate funding source in the GL module using journal source ONL or SPJ

General Ledger – Reports

Reports: (see report handout)

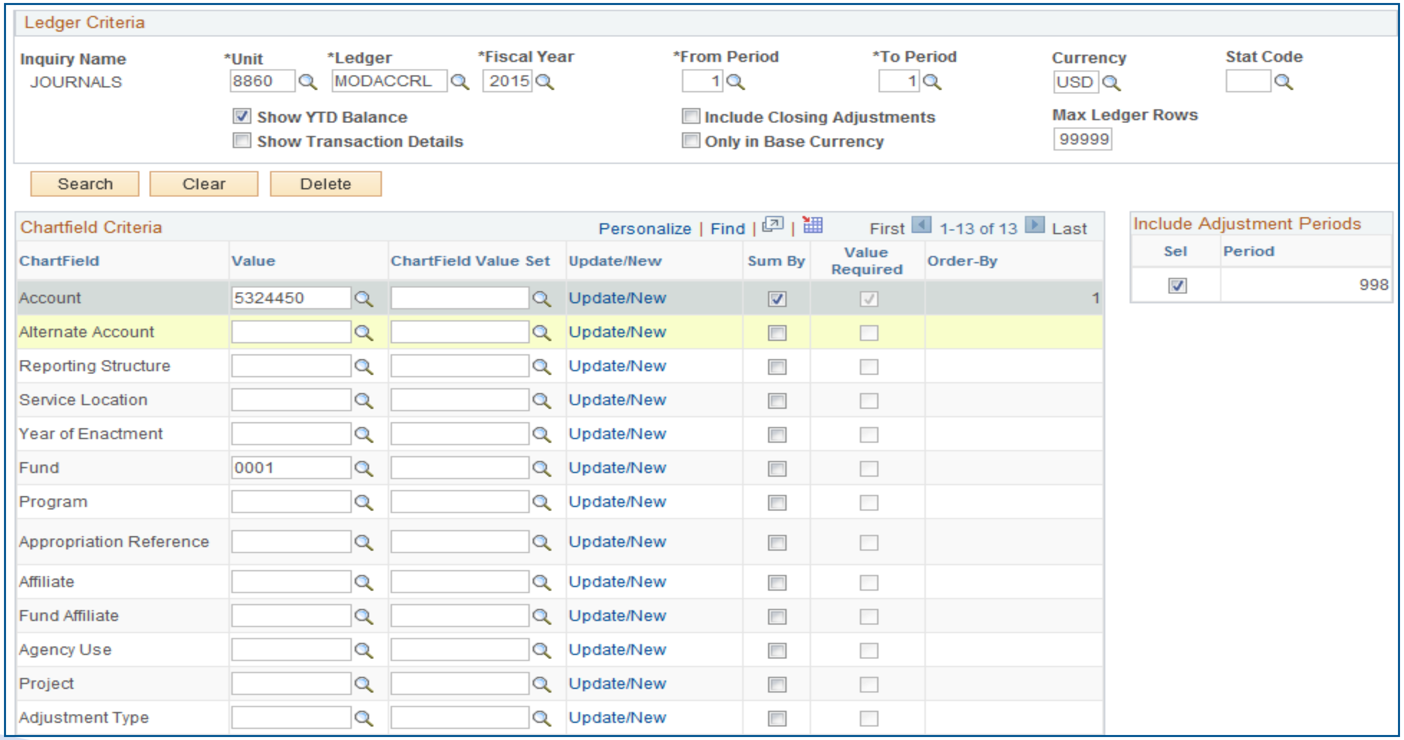
- ***Trial Balance Report*** –
  - Summary of amounts by account and fund for a specified period
- ***Ledger Activity Report*** –
  - Lists detailed journal activity by account for a specified period
- ***Agency Reconciliation Report*** –
  - Displays accruals and balances between the department and the SCO
- ***Plan of Financial Adjustment Report*** –
  - Summary of labor and allocations by chartfield value

General Ledger – Queries

Online Query:

- ***Ledger Inquiry –***
  - ➢ Allows user to select specified criteria to view detail and summary information
  - ➢ Navigation:

General Ledger>Review Financial Information>Ledger



Ledger Criteria

Inquiry Name: JOURNALS
*Unit: 8860
*Ledger: MODACCRL
*Fiscal Year: 2015
*From Period: 1
*To Period: 1
Currency: USD
Stat Code:

☑ Show YTD Balance
☐ Show Transaction Details
☐ Include Closing Adjustments
☐ Only in Base Currency
Max Ledger Rows: 99999

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	5324450		Update/New	☑	☑	1
Alternate Account			Update/New	☐	☐	
Reporting Structure			Update/New	☐	☐	
Service Location			Update/New	☐	☐	
Year of Enactment			Update/New	☐	☐	
Fund	0001		Update/New	☐	☐	
Program			Update/New	☐	☐	
Appropriation Reference			Update/New	☐	☐	
Affiliate			Update/New	☐	☐	
Fund Affiliate			Update/New	☐	☐	
Agency Use			Update/New	☐	☐	
Project			Update/New	☐	☐	
Adjustment Type			Update/New	☐	☐	

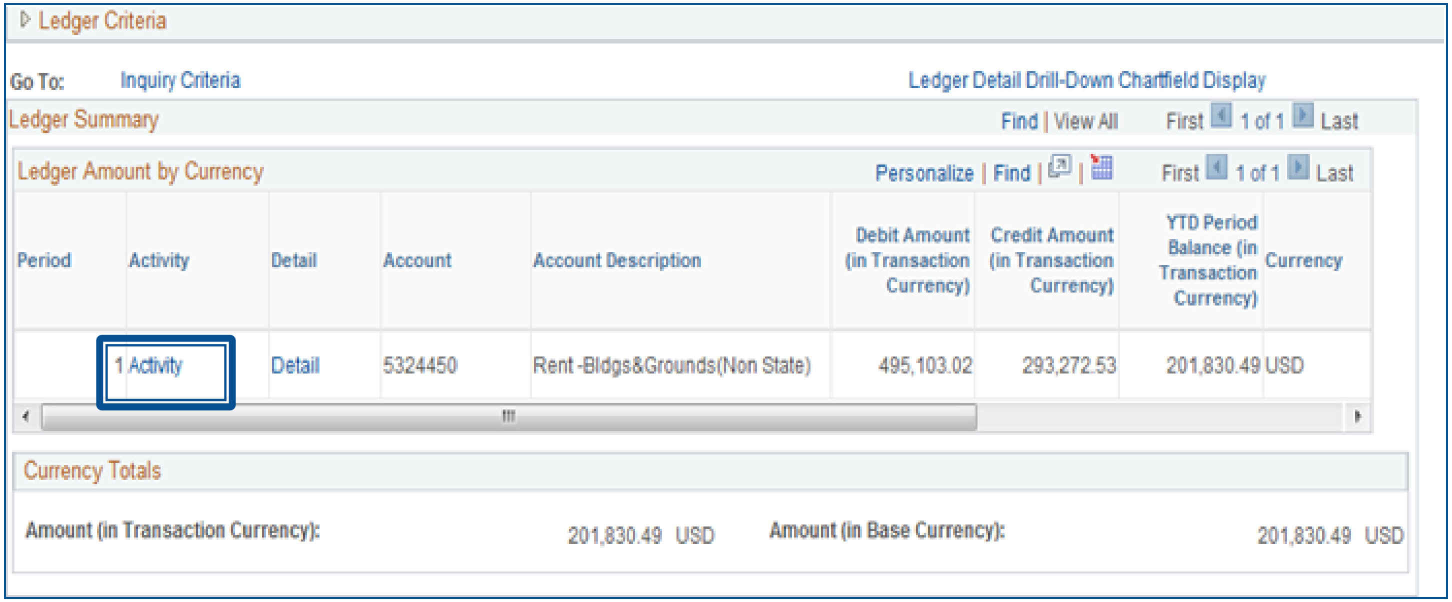
Include Adjustment Periods

Sel	Period
☑	998

General Ledger – Queries continued

Online Query:

- ***Ledger Inquiry - Result***
  - Amount summary by account (Ledger)
  - Drill Down to transactions - Use the Activity hyperlink to list detailed transactions


Ledger Criteria
Go To:
Inquiry Criteria
Ledger Detail Drill-Down Chartfield Display
Ledger Summary
Find | View All
First 1 of 1 Last
Ledger Amount by Currency
Personalize | Find |
First 1 of 1 Last
Currency Totals

Period	Activity	Detail	Account	Account Description	Debit Amount (in Transaction Currency)	Credit Amount (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency
	1 Activity	Detail	5324450	Rent -Bldgs&Grounds(Non State)	495,103.02	293,272.53	201,830.49	USD

Amount (in Transaction Currency): 201,830.49 USD

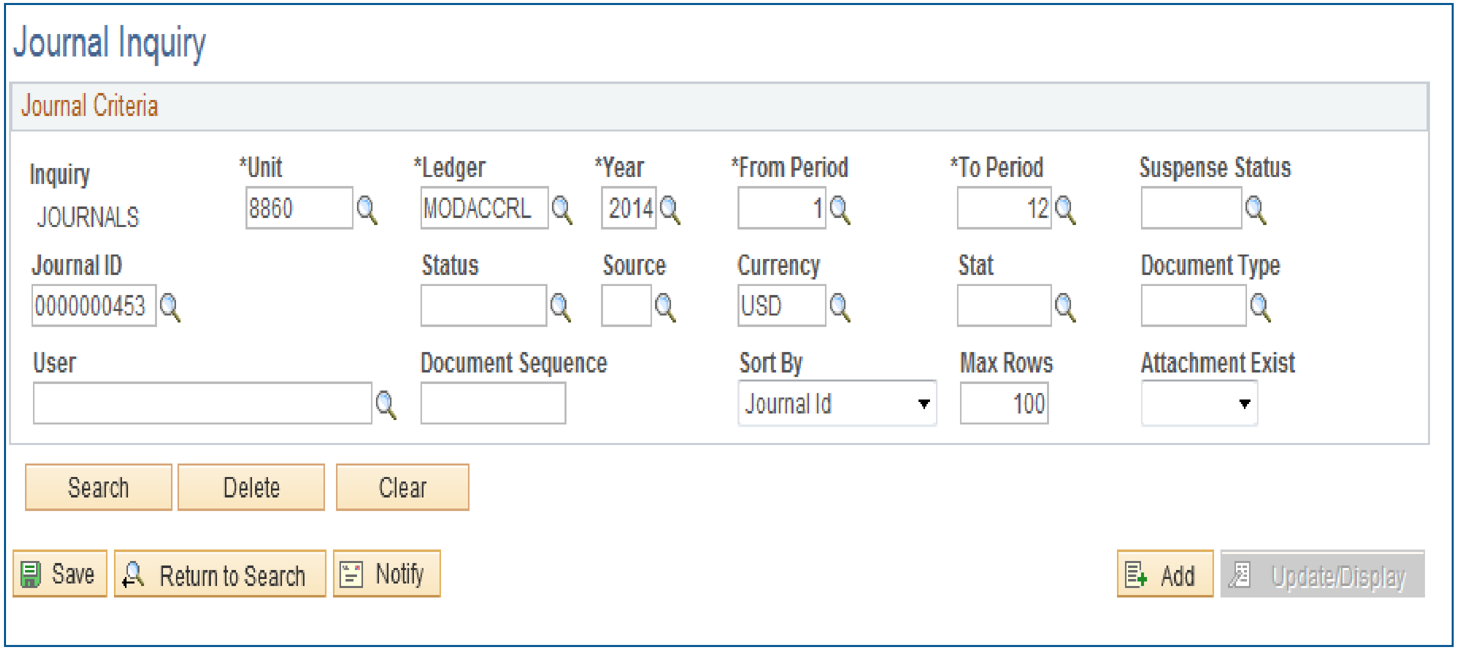
Amount (in Base Currency): 201,830.49 USD

General Ledger – Queries continued

Online Query:

- ***Journal Inquiry***
  - ➢ Allows user to search for a journal based on ID number
  - ➢ Navigation:

General Ledger>Review Financial Information>Journal



Journal Inquiry

Journal Criteria

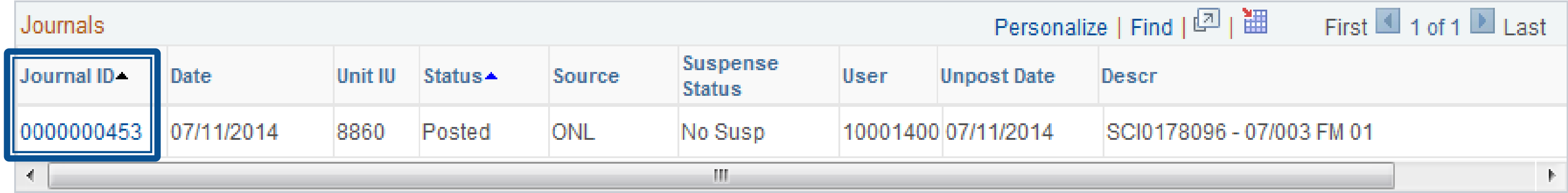
Inquiry: JOURNALS
*Unit: 8860
*Ledger: MODACCRL
*Year: 2014
*From Period: 1
*To Period: 12
Suspense Status:
Journal ID: 0000000453
Status:
Source:
Currency: USD
Stat:
Document Type:
User:
Document Sequence:
Sort By: Journal Id
Max Rows: 100
Attachment Exist:

Search
Delete
Clear
Save
Return to Search
Notify
Add
Update/Display

General Ledger – Queries continued

Online Query:

- ***Journal Inquiry - Result***
  - Displays header information
  - Drill Down to journal details - Use the Journal ID hyperlink to display journal details



Journals

Journal ID▲	Date	Unit IU	Status▲	Source	Suspense Status	User	Unpost Date	Descr
0000000453	07/11/2014	8860	Posted	ONL	No Susp	10001400	07/11/2014	SCI0178096 - 07/003 FM 01

Commitment Control vs. General Ledger

Commitment Control (Budgetary Legal Basis):

- Budget
- Appropriated Encumbrances (Purchase Orders)
- Appropriated Expenditures
- Reimbursements
- Revenues

General Ledger (MODACCRL Ledger):

- Appropriated & Unappropriated Expenditures
- Reimbursements
- Revenues

General Ledger (Budgetary Legal Ledger):

- Encumbrances (Purchase Orders)
- Appropriated & Unappropriated Expenditures
- Reimbursements
- Revenues

Note:

- Only appropriated transactions will post to Commitment Control
- Unappropriated Encumbrances (Purchase Orders) must be corrected

General Ledger – Tips

- Understand Chartfield values
  - Reporting Structure
  - Program
  - Reference
  - Enactment Year (ENY)
  - Budget Period
- Understand Transactions
  - Voucher process flow (AP Module)
  - Account Receivables process flow (AR Module)
  - Deposits process flow (AR Module)
  - CalATERS process flow (AP Module)
  - Office Revolving Fund process flow (AP & AR Module)
- Understand Report Logic
  - Plan of Financial Adjustment Report
  - Agency Reconciliation Report
- Keep Monthly Reconciliations current

Commitment Control and General Ledger

Supplemental Material for this segment:

1. KK – Reports
2. KK – Budget Overview Tips
3. GL – Reports
4. KK/GL - Tips

Plan of Financial Adjustment

Plan of Financial Adjustment

This segment will cover:

- PFA Overview
- PFA Reports
- PFA Reconciliations

Plan of Financial Adjustment Report

Purpose:

The Plan of Financial Adjustment (PFA) is used to instruct the State Controller's Office (SCO) to move costs paid from the Clearing Account/Program to the ultimate funding sources

PFA Report:

- Transactions included on the PFA report may derive from allocation journals such as labor (LD), allocations (ALO), journals vouchers (AP) and General Ledger journals (ONL/SPJ)
- In FI$Cal, the offset account to expenditure allocations is FI$Cal account 1109xxx – Pending Cash Transfer (Cash account)

Note: When the PFA is processed, the SCO JE is not posted in FI$Cal since the system has already recognized cash through the allocation journals

Plan of Financial Adjustment Report – continued

PFA Reconciliation:

- Analyze and reconcile the transactions included in the PFA report
    1. Understand the logic of the PFA report
    2. Understand the transactions included in the PFA report
    3. Determine if adjustments to the PFA report are needed

Reports:

- Plan of Financial Adjustment (PFA) – Job Aid FI$Cal.038
- ZZ_PFA_TRANSACTIONS Query – Job Aid FI$Cal.038

Note: The PFA report must net to zero by Enactment Year (ENY)

Plan of Financial Adjustment Report

Supplemental Material for this segment:

1. Supplemental PFA Reconciliation instructions

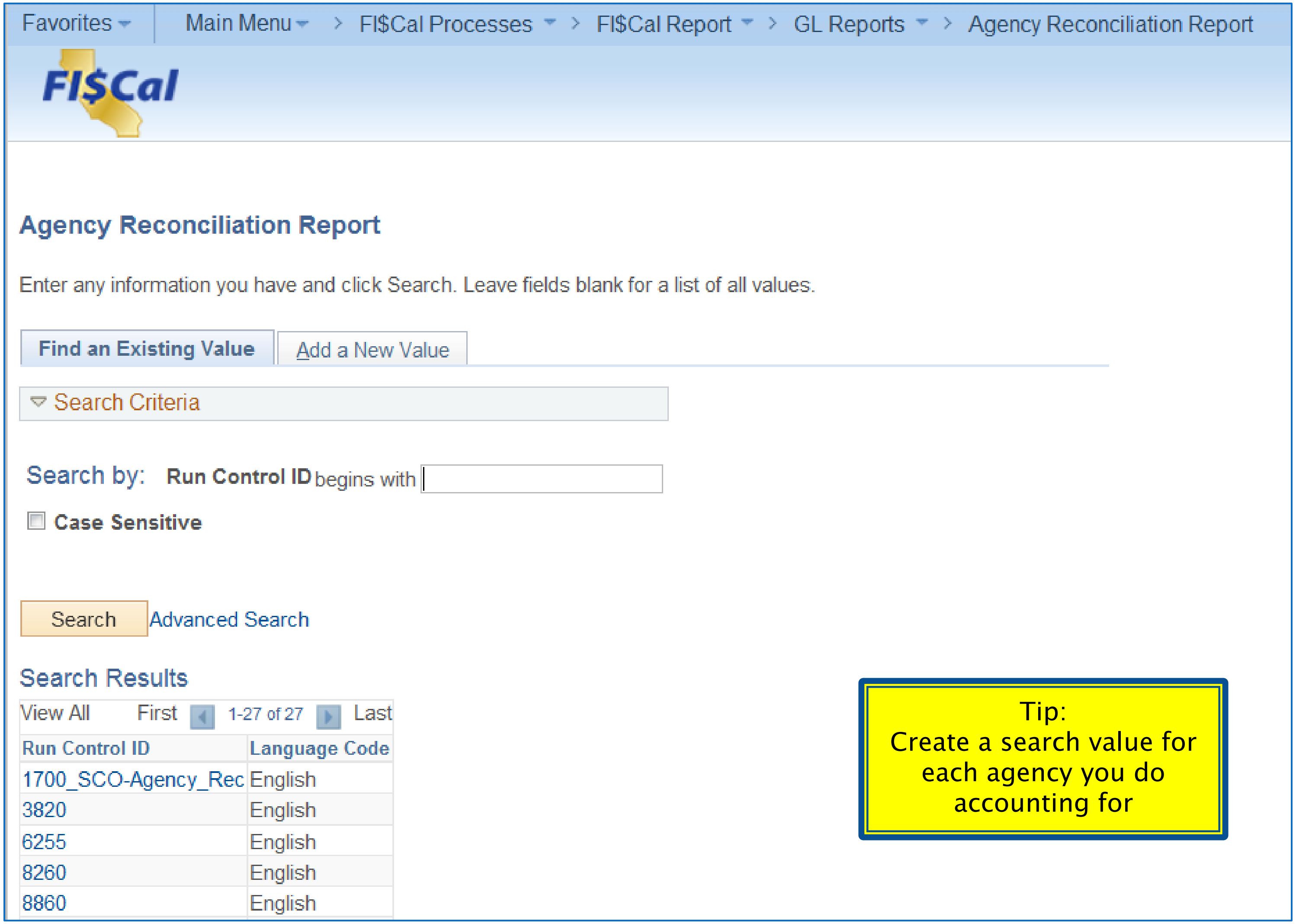
SCO/FI$Cal Appropriation Agency Reconciliation

FI$Cal SCO/Agency Reconciliation

This segment will cover:

- FI$Cal SCO/Agency Reconciliation Report
  - Using the Agency Reconciliation Report 3.0 Supplemental Job Aid (FI$Cal.186)
  - Steps to order the report
  - Discuss specific sections of the report
- Budget Overview
- FI$Cal Ledger Activity Report
- Revenue Reconciliation
  - ZZ_Rev_Bal_Agency Query
- FI$Cal SCO/Agency Reconciliation Excel Template

FI$Cal SCO/Agency Reconciliation Report Continued


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Agency Reconciliation Report
FI$Cal
Find an Existing Value
Add a New Value
Search Criteria
Search
Advanced Search
View All
First
1-27 of 27
Last

Agency Reconciliation Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: **Run Control ID** begins with

☐ **Case Sensitive**

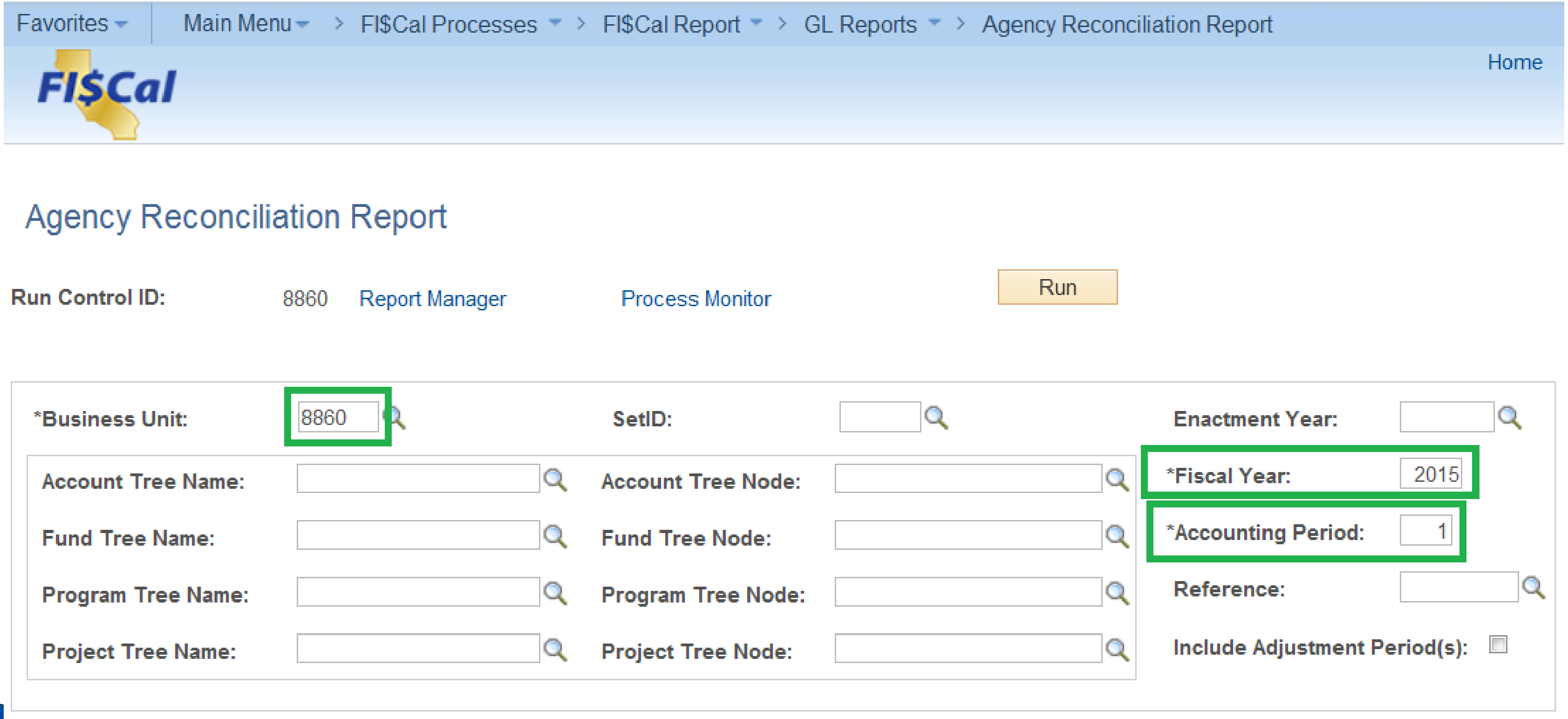
Search Results

Run Control ID	Language Code
1700_SCO-Agency_Rec	English
3820	English
6255	English
8260	English
8860	English

Tip:
Create a search value for each agency you do accounting for

FI$Cal SCO/Agency Reconciliation Report Continued

- Enter information in the Agency Reconciliation Report screen as depicted
- Click on the “Run” button to run the report, click “OK”


Favorites
Main Menu > FI$Cal Processes > FI$Cal Report > GL Reports > Agency Reconciliation Report
FI$Cal
Home
Report Manager
Process Monitor
Run

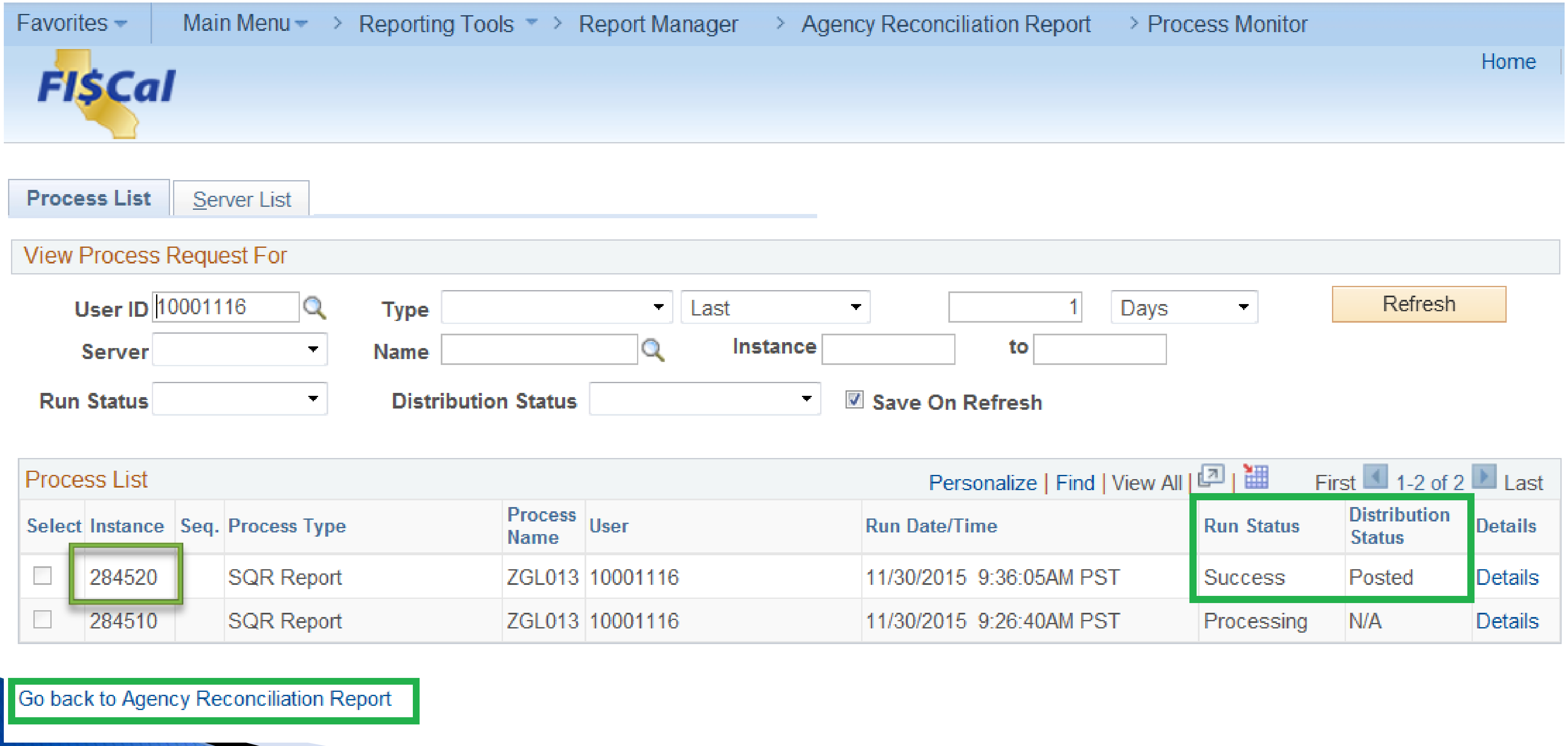
Agency Reconciliation Report

Run Control ID: 8860

*Business Unit: 8860
SetID:
Enactment Year:
Account Tree Name:
Account Tree Node:
*Fiscal Year: 2015
Fund Tree Name:
Fund Tree Node:
*Accounting Period: 1
Program Tree Name:
Program Tree Node:
Reference:
Project Tree Name:
Project Tree Node:
Include Adjustment Period(s): ☐

FI$Cal SCO/Agency Reconciliation Report Continued

- Click on the “Process Monitor” button to view the status
- Click on “Go back to Agency Reconciliation Report”


Favorites
Main Menu
Reporting Tools
Report Manager
Agency Reconciliation Report
Process Monitor
FI$Cal
Home
Process List
Server List
Refresh
Personalize | Find | View All
First
1-2 of 2
Last

View Process Request For

User ID 10001116

Type

Last

1

Days

Server

Name

Instance

to

Run Status

Distribution Status

☑ Save On Refresh

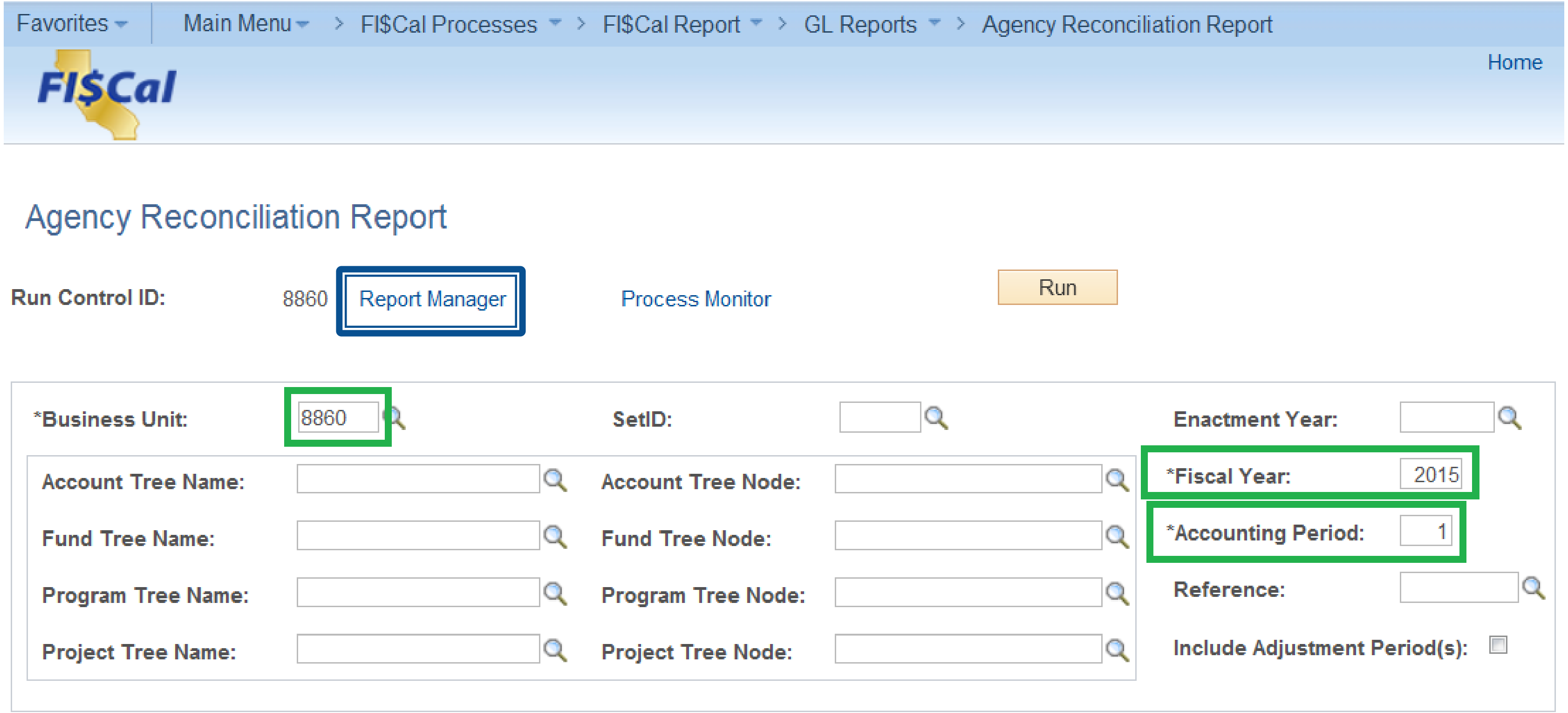
Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	284520		SQR Report	ZGL013	10001116	11/30/2015 9:36:05AM PST	Success	Posted	Details
☐	284510		SQR Report	ZGL013	10001116	11/30/2015 9:26:40AM PST	Processing	N/A	Details

Go back to Agency Reconciliation Report

FI$Cal SCO/Agency Reconciliation Report Continued

- Click on the “Report Manager” to view the report once the report is run successfully


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Agency Reconciliation Report
Home
FI$Cal

Agency Reconciliation Report

Run Control ID: 8860

Report Manager
Process Monitor
Run

***Business Unit:** 8860

SetID:

Enactment Year:

Account Tree Name:

Account Tree Node:

***Fiscal Year:** 2015

Fund Tree Name:

Fund Tree Node:

***Accounting Period:** 1

Program Tree Name:

Program Tree Node:

Reference:

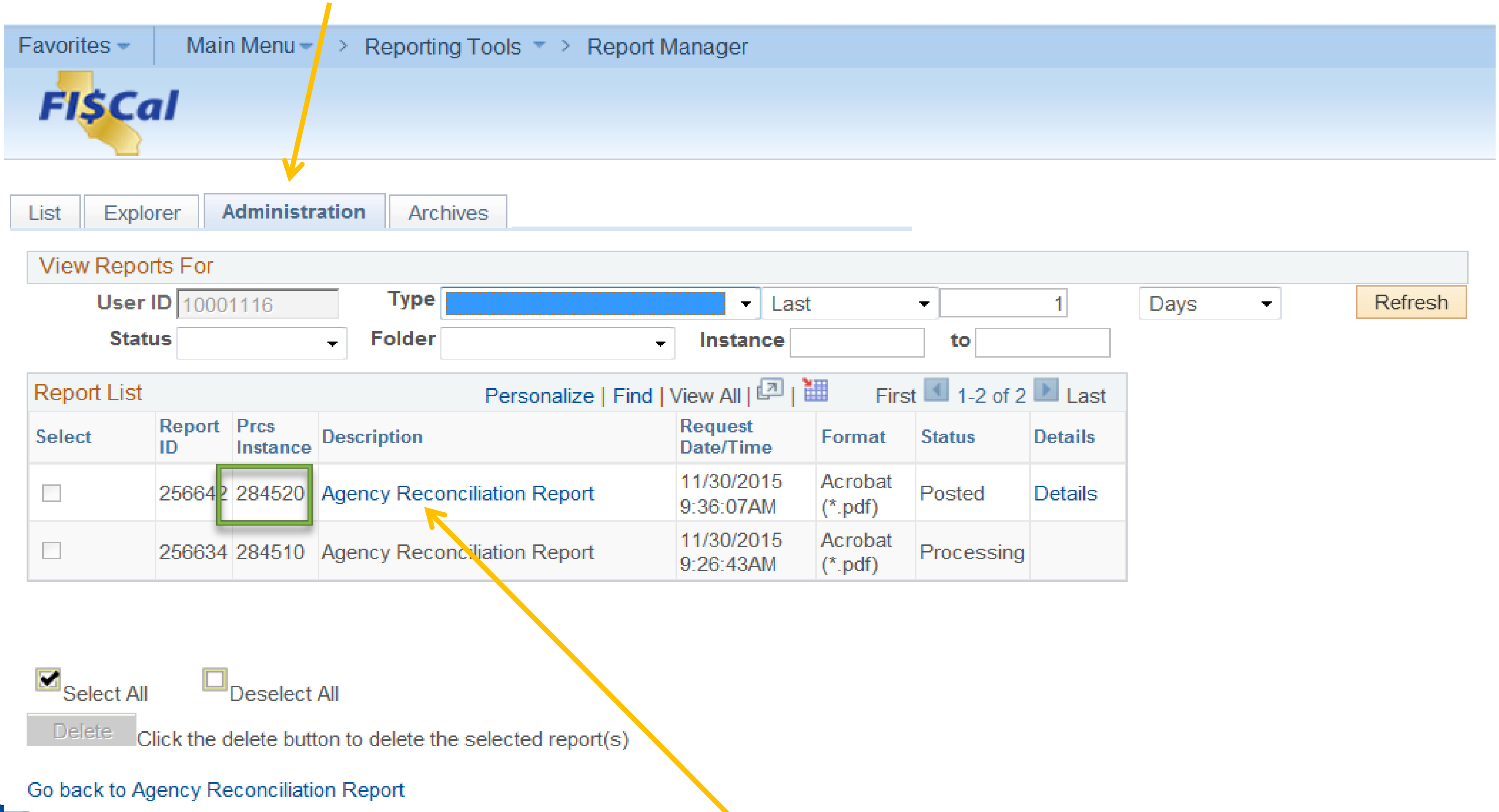
Project Tree Name:

Project Tree Node:

Include Adjustment Period(s): ☐

FI$Cal SCO/Agency Reconciliation Report Continued

- Click on the “Report Manager” to view the report once the report is run successfully
- Click on “Administration” Tab


Favorites
Main Menu
Reporting Tools
Report Manager
FI$Cal
List
Explorer
Administration
Archives

View Reports For

User ID 10001116 | Type | Last | 1 | Days | Refresh

Status | Folder | Instance | to

Report List — Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	256642	284520	Agency Reconciliation Report	11/30/2015 9:36:07AM	Acrobat (*.pdf)	Posted	Details
☐	256634	284510	Agency Reconciliation Report	11/30/2015 9:26:43AM	Acrobat (*.pdf)	Processing	

☑ Select All ☐ Deselect All

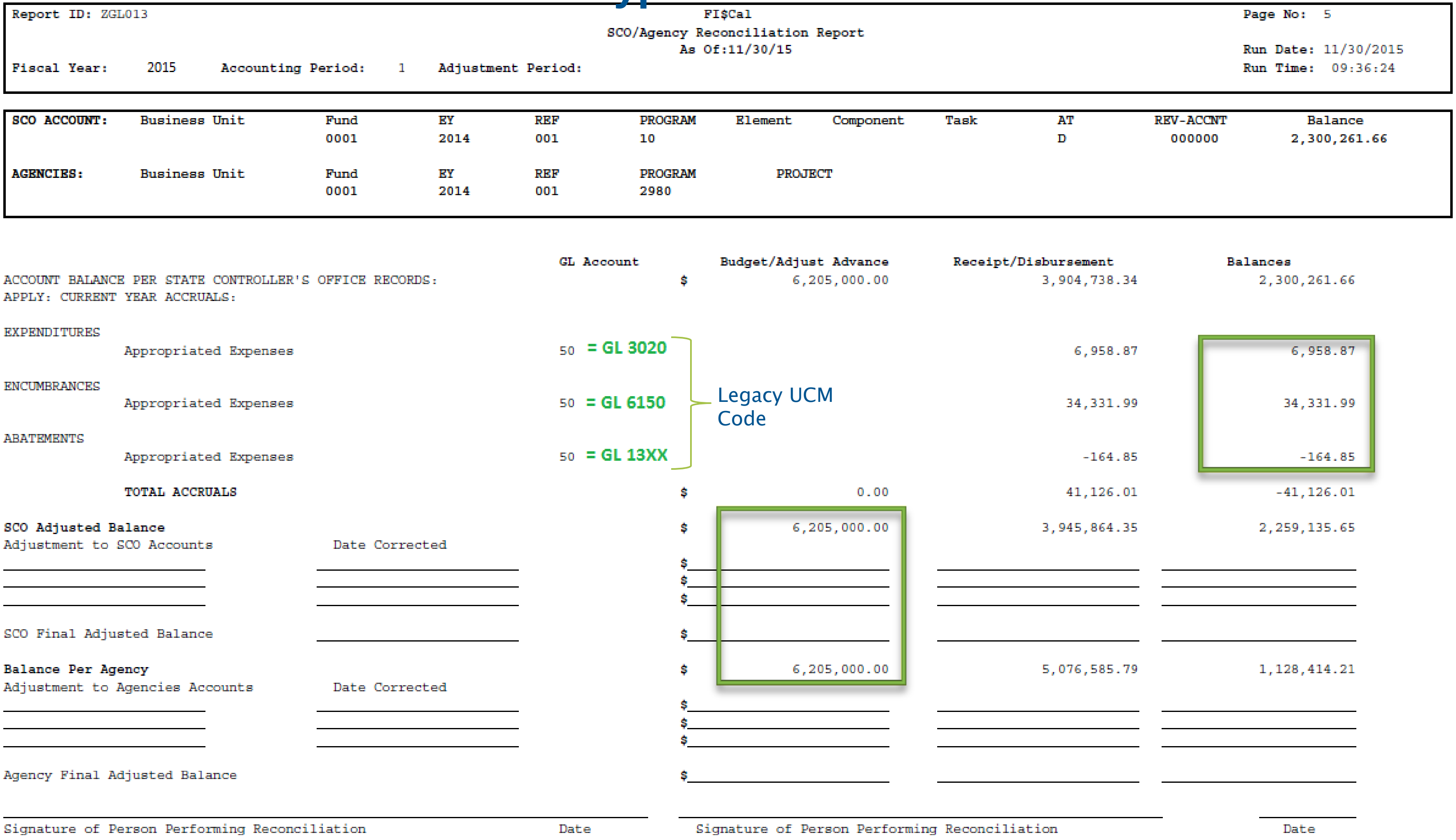
Delete Click the delete button to delete the selected report(s)

Go back to Agency Reconciliation Report

- Click on the “Posted” Report

FI$Cal SCO/Agency Reconciliation Report Continued

Account Type D Reconciliation



```
Report ID: ZGL013                                    FI$Cal                                        Page No:  5
                                          SCO/Agency Reconciliation Report
                                                 As Of:11/30/15                                    Run Date: 11/30/2015
Fiscal Year:     2015     Accounting Period:   1   Adjustment Period:                              Run Time:  09:36:24

SCO ACCOUNT:   Business Unit      Fund     EY     REF     PROGRAM   Element   Component   Task     AT   REV-ACCNT     Balance
                                  0001     2014   001     10                                       D    000000      2,300,261.66

AGENCIES:      Business Unit      Fund     EY     REF     PROGRAM        PROJECT
                                  0001     2014   001     2980

                                                    GL Account      Budget/Adjust Advance    Receipt/Disbursement        Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:          $         6,205,000.00            3,904,738.34        2,300,261.66
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
               Appropriated Expenses                 50  = GL 3020                                    6,958.87            6,958.87

ENCUMBRANCES
               Appropriated Expenses                 50  = GL 6150                                   34,331.99           34,331.99

ABATEMENTS
               Appropriated Expenses                 50  = GL 13XX                                     -164.85             -164.85

               TOTAL ACCRUALS                                        $                 0.00           41,126.01          -41,126.01

SCO Adjusted Balance                                                 $         6,205,000.00        3,945,864.35        2,259,135.65
Adjustment to SCO Accounts           Date Corrected
________________________        ________________________            $____________________   ____________________   ____________________
________________________        ________________________            $____________________   ____________________   ____________________
________________________        ________________________            $____________________   ____________________   ____________________

SCO Final Adjusted Balance      ________________________            $____________________   ____________________   ____________________

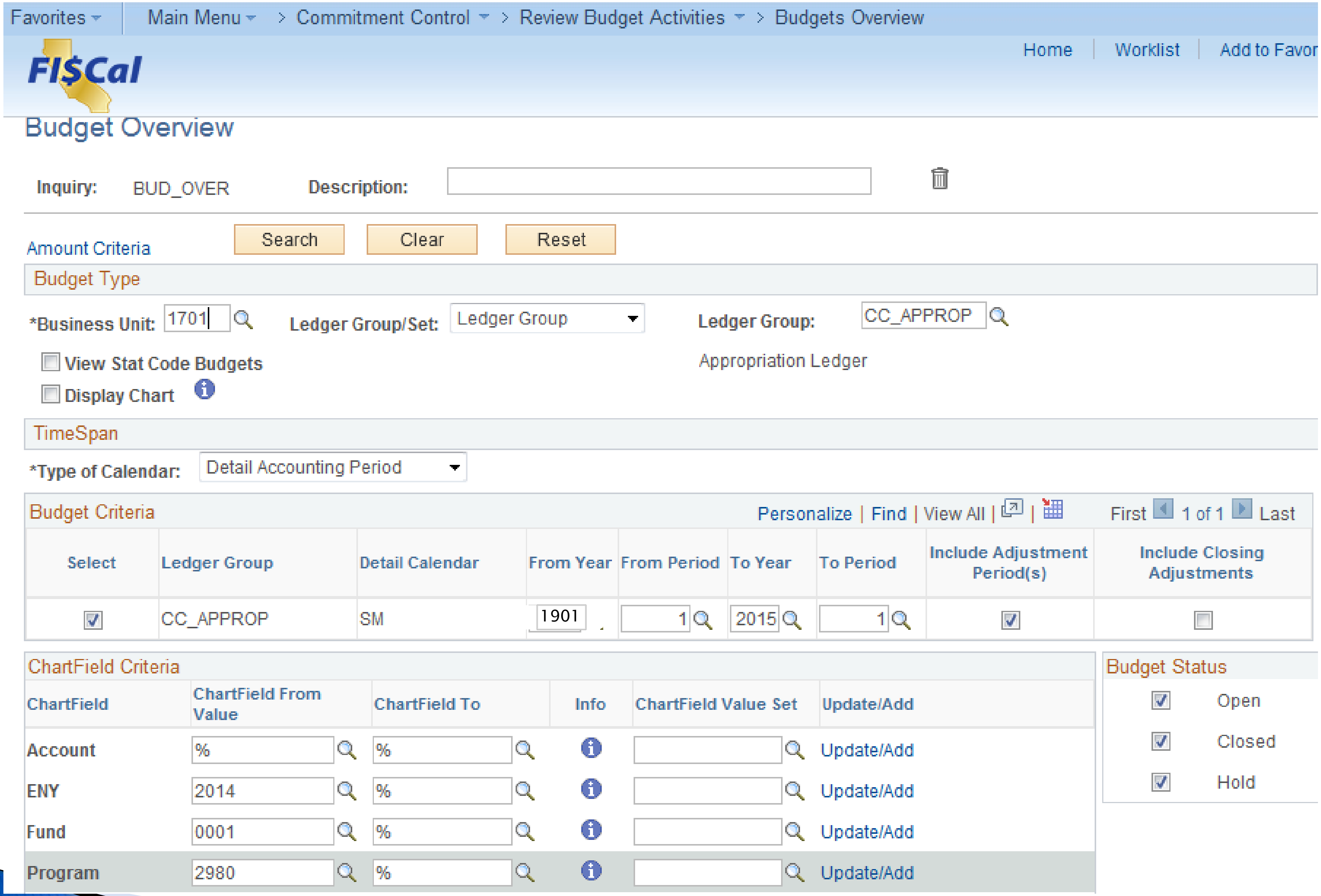
Balance Per Agency                                                   $         6,205,000.00        5,076,585.79        1,128,414.21
Adjustment to Agencies Accounts      Date Corrected
________________________        ________________________            $____________________   ____________________   ____________________
________________________        ________________________            $____________________   ____________________   ____________________
________________________        ________________________            $____________________   ____________________   ____________________

Agency Final Adjusted Balance                                        $____________________   ____________________   ____________________

_________________________________________________________   _____________________________________________________   __________
Signature of Person Performing Reconciliation        Date    Signature of Person Performing Reconciliation             Date
```

Legacy UCM Code

Tip:
Verify budget appropriation balance is correct. Detail Exp, Enc, and Abatement info comes from Budget Overview.


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview
Home
Worklist
Add to Favor
FI$Cal
Search
Clear
Reset
Amount Criteria
Personalize | Find | View All |
First 1 of 1 Last

Budget Overview

Inquiry: BUD_OVER **Description:**

Budget Type

***Business Unit:** 1701 **Ledger Group/Set:** Ledger Group **Ledger Group:** CC_APPROP

Appropriation Ledger

☐ **View Stat Code Budgets**

☐ **Display Chart**

TimeSpan

***Type of Calendar:** Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_APPROP	SM	1901	1	2015	1	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ⓘ		Update/Add
ENY	2014	%	ⓘ		Update/Add
Fund	0001	%	ⓘ		Update/Add
Program	2980	%	ⓘ		Update/Add

Budget Status

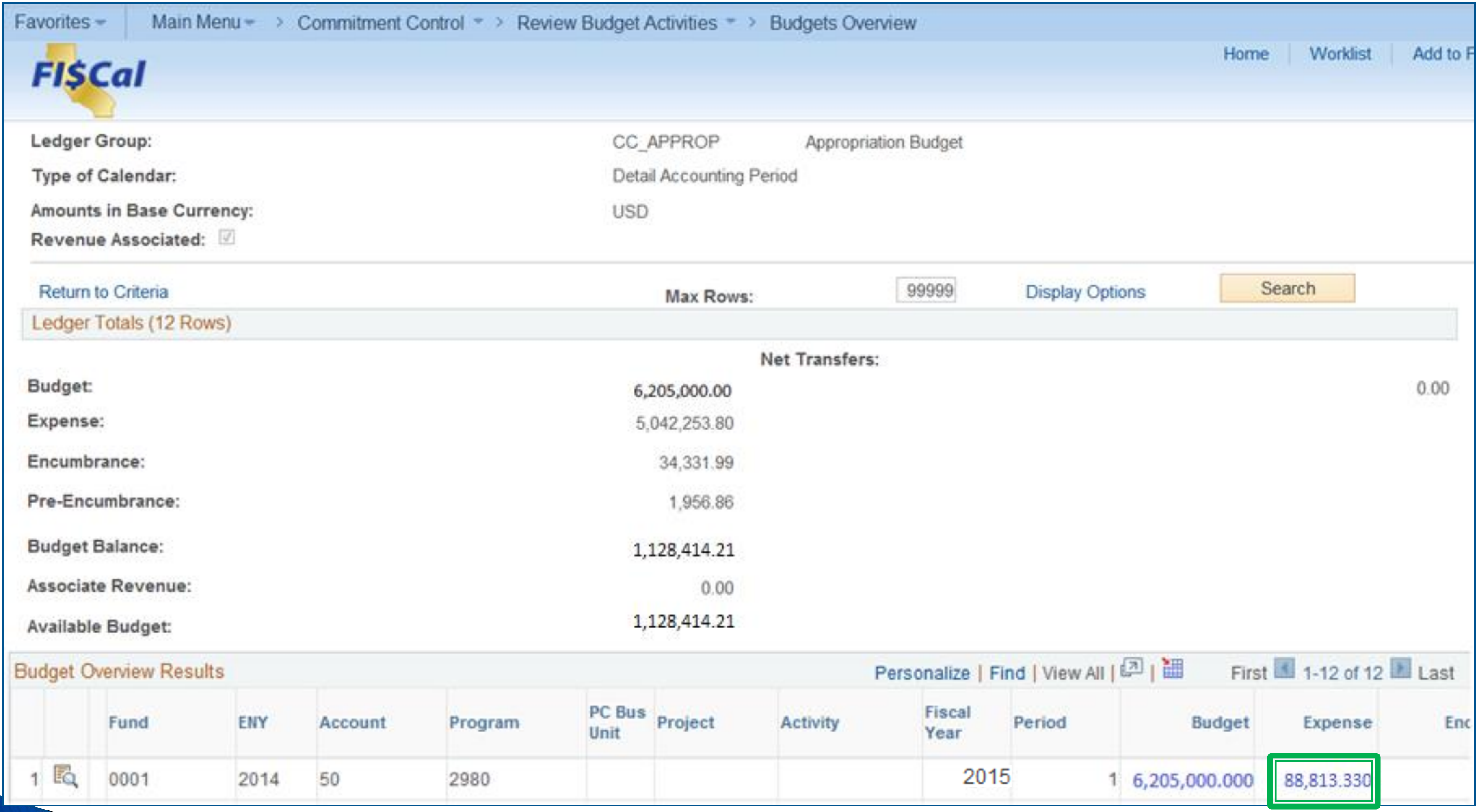
☑ Open

☑ Closed

☑ Hold

FI$Cal SCO/Agency Reconciliation Report Continued

Account Type D Reconciliation


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview
Home
Worklist
Add to F
FI$Cal
Return to Criteria
Display Options
Search
Personalize | Find | View All
First
1-12 of 12
Last

Ledger Group: CC_APPROP Appropriation Budget

Type of Calendar: Detail Accounting Period

Amounts in Base Currency: USD

Revenue Associated: ☑

Max Rows: 99999

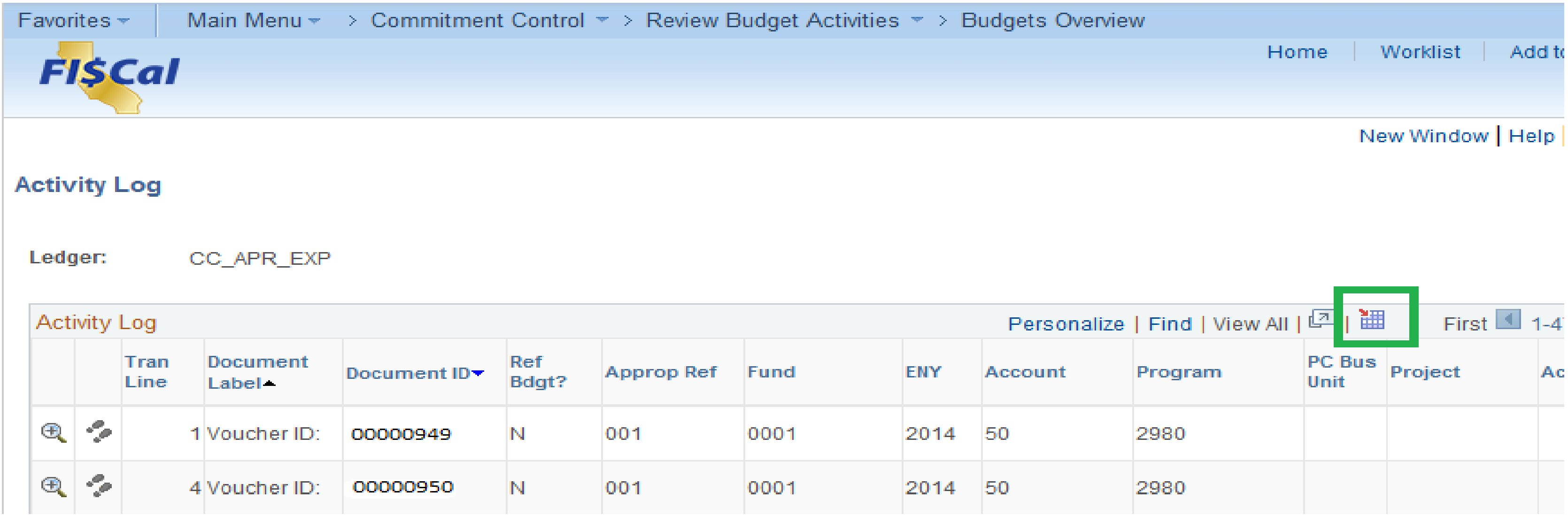
Ledger Totals (12 Rows)

Net Transfers: 0.00

Budget:	6,205,000.00
Expense:	5,042,253.80
Encumbrance:	34,331.99
Pre-Encumbrance:	1,956.86
Budget Balance:	1,128,414.21
Associate Revenue:	0.00
Available Budget:	1,128,414.21

Budget Overview Results

		Fund	ENY	Account	Program	PC Bus Unit	Project	Activity	Fiscal Year	Period	Budget	Expense	Enc
1		0001	2014	50	2980				2015	1	6,205,000.000	88,813.330	

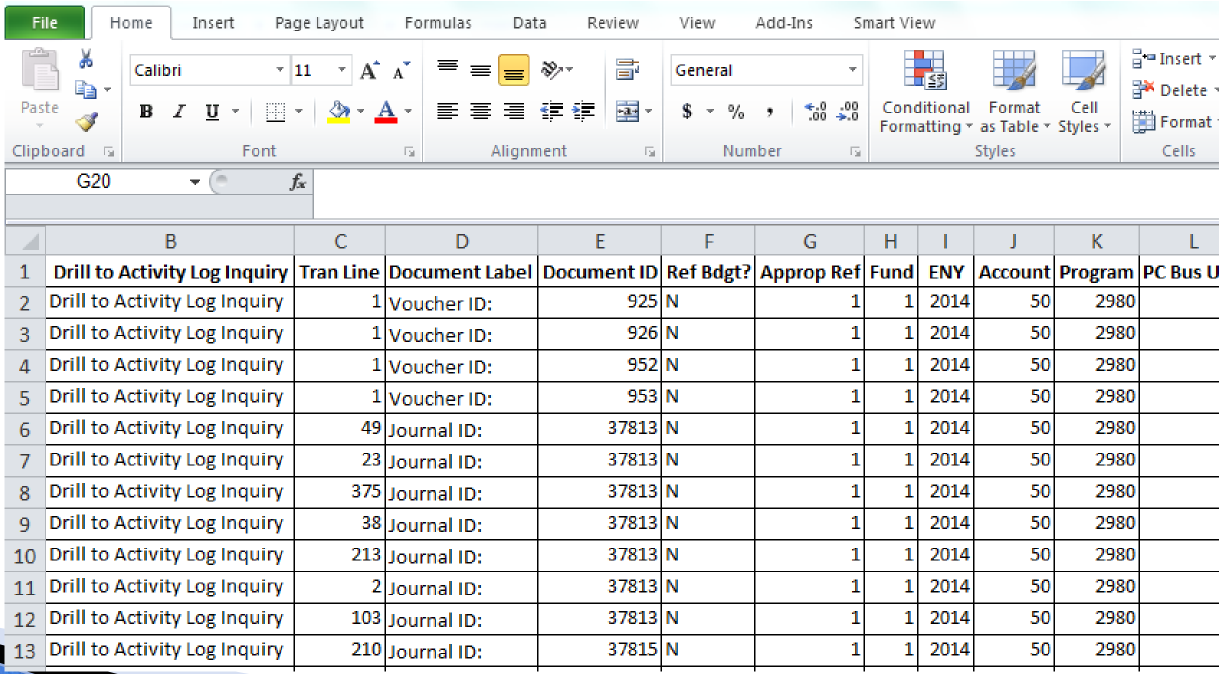

Favorites
Main Menu
> Commitment Control
> Review Budget Activities
> Budgets Overview
FI$Cal
Home
Worklist
Add t
New Window | Help
Personalize | Find | View All |
First
1-4

Activity Log

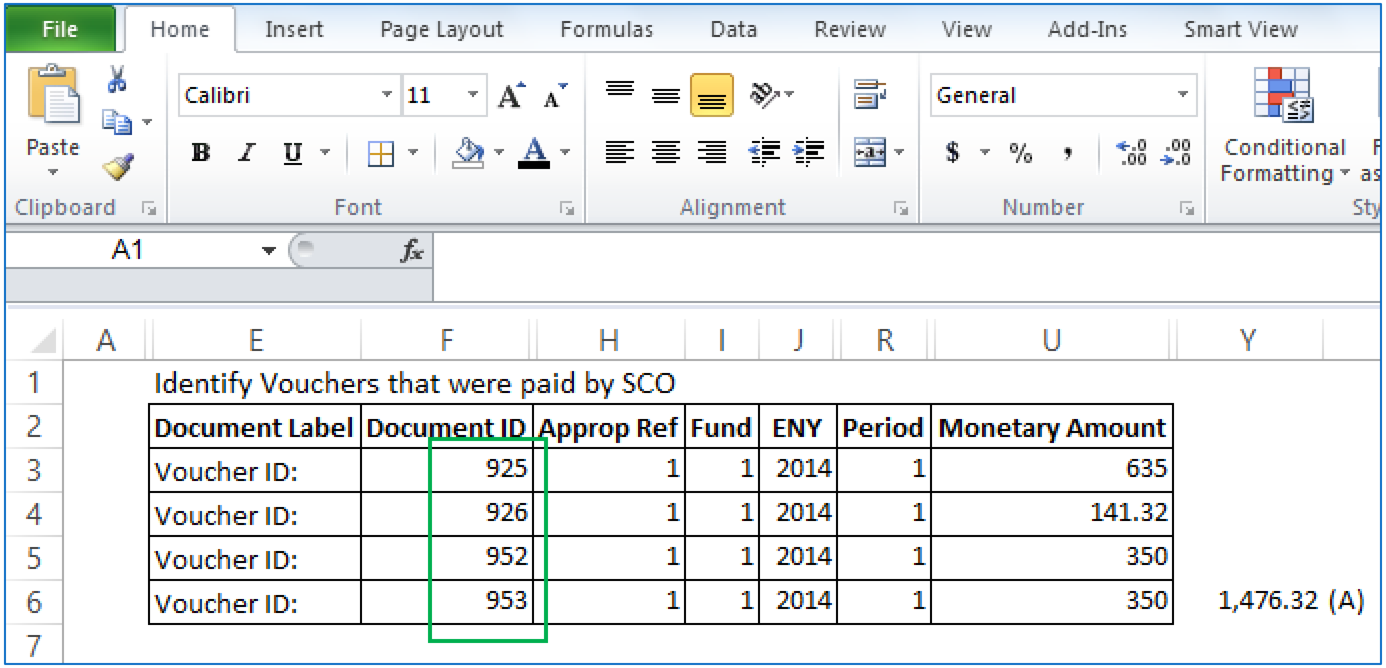
Ledger: CC_APR_EXP

Activity Log

		Tran Line	Document Label	Document ID	Ref Bdgt?	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project	Ac
		1	Voucher ID:	00000949	N	001	0001	2014	50	2980			
		4	Voucher ID:	00000950	N	001	0001	2014	50	2980			


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Smart View
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
G20
fx

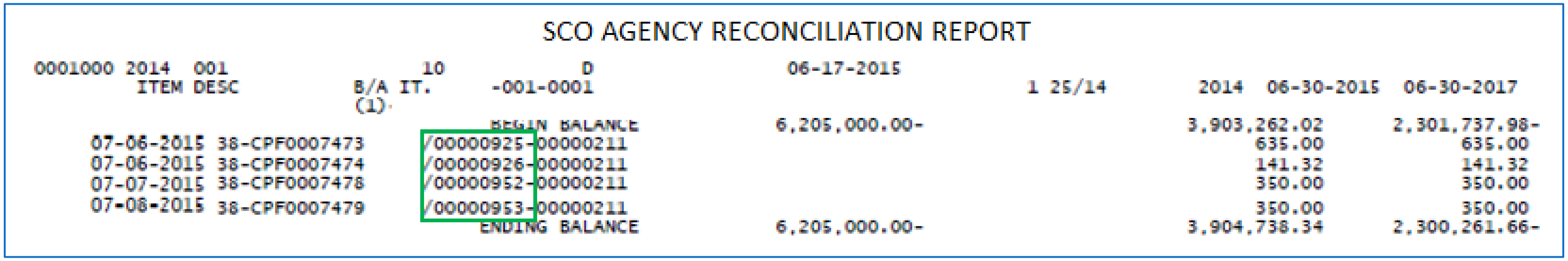
	B	C	D	E	F	G	H	I	J	K	L
1	Drill to Activity Log Inquiry	Tran Line	Document Label	Document ID	Ref Bdgt?	Approp Ref	Fund	ENY	Account	Program	PC Bus U
2	Drill to Activity Log Inquiry	1	Voucher ID:	925	N	1	1	2014	50	2980	
3	Drill to Activity Log Inquiry	1	Voucher ID:	926	N	1	1	2014	50	2980	
4	Drill to Activity Log Inquiry	1	Voucher ID:	952	N	1	1	2014	50	2980	
5	Drill to Activity Log Inquiry	1	Voucher ID:	953	N	1	1	2014	50	2980	
6	Drill to Activity Log Inquiry	49	Journal ID:	37813	N	1	1	2014	50	2980	
7	Drill to Activity Log Inquiry	23	Journal ID:	37813	N	1	1	2014	50	2980	
8	Drill to Activity Log Inquiry	375	Journal ID:	37813	N	1	1	2014	50	2980	
9	Drill to Activity Log Inquiry	38	Journal ID:	37813	N	1	1	2014	50	2980	
10	Drill to Activity Log Inquiry	213	Journal ID:	37813	N	1	1	2014	50	2980	
11	Drill to Activity Log Inquiry	2	Journal ID:	37813	N	1	1	2014	50	2980	
12	Drill to Activity Log Inquiry	103	Journal ID:	37813	N	1	1	2014	50	2980	
13	Drill to Activity Log Inquiry	210	Journal ID:	37815	N	1	1	2014	50	2980	


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Smart View
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Sty
A1
A
E
F
H
I
J
R
U
Y

Identify Vouchers that were paid by SCO

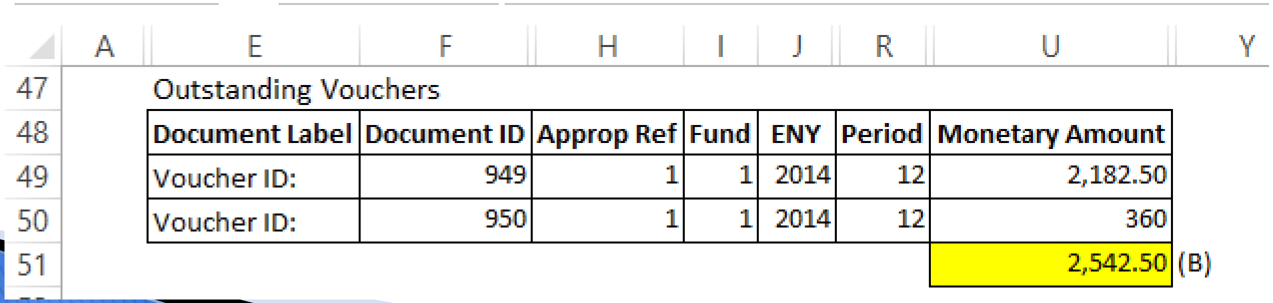
Document Label	Document ID	Approp Ref	Fund	ENY	Period	Monetary Amount
Voucher ID:	925	1	1	2014	1	635
Voucher ID:	926	1	1	2014	1	141.32
Voucher ID:	952	1	1	2014	1	350
Voucher ID:	953	1	1	2014	1	350

1,476.32 (A)



SCO AGENCY RECONCILIATION REPORT

```
0001000 2014   001                     10         D                     06-17-2015
      ITEM DESC                  B/A IT.     -001-0001                                              1 25/14          2014   06-30-2015   06-30-2017
                                 (1)
                                              BEGIN BALANCE           6,205,000.00-                              3,903,262.02         2,301,737.98-
     07-06-2015 38-CPF0007473       /00000925-00000211                                                                 635.00               635.00
     07-06-2015 38-CPF0007474       /00000926-00000211                                                                 141.32               141.32
     07-07-2015 38-CPF0007478       /00000952-00000211                                                                 350.00               350.00
     07-08-2015 38-CPF0007479       /00000953-00000211                                                                 350.00               350.00
                                             ENDING BALANCE           6,205,000.00-                              3,904,738.34         2,300,261.66-
```

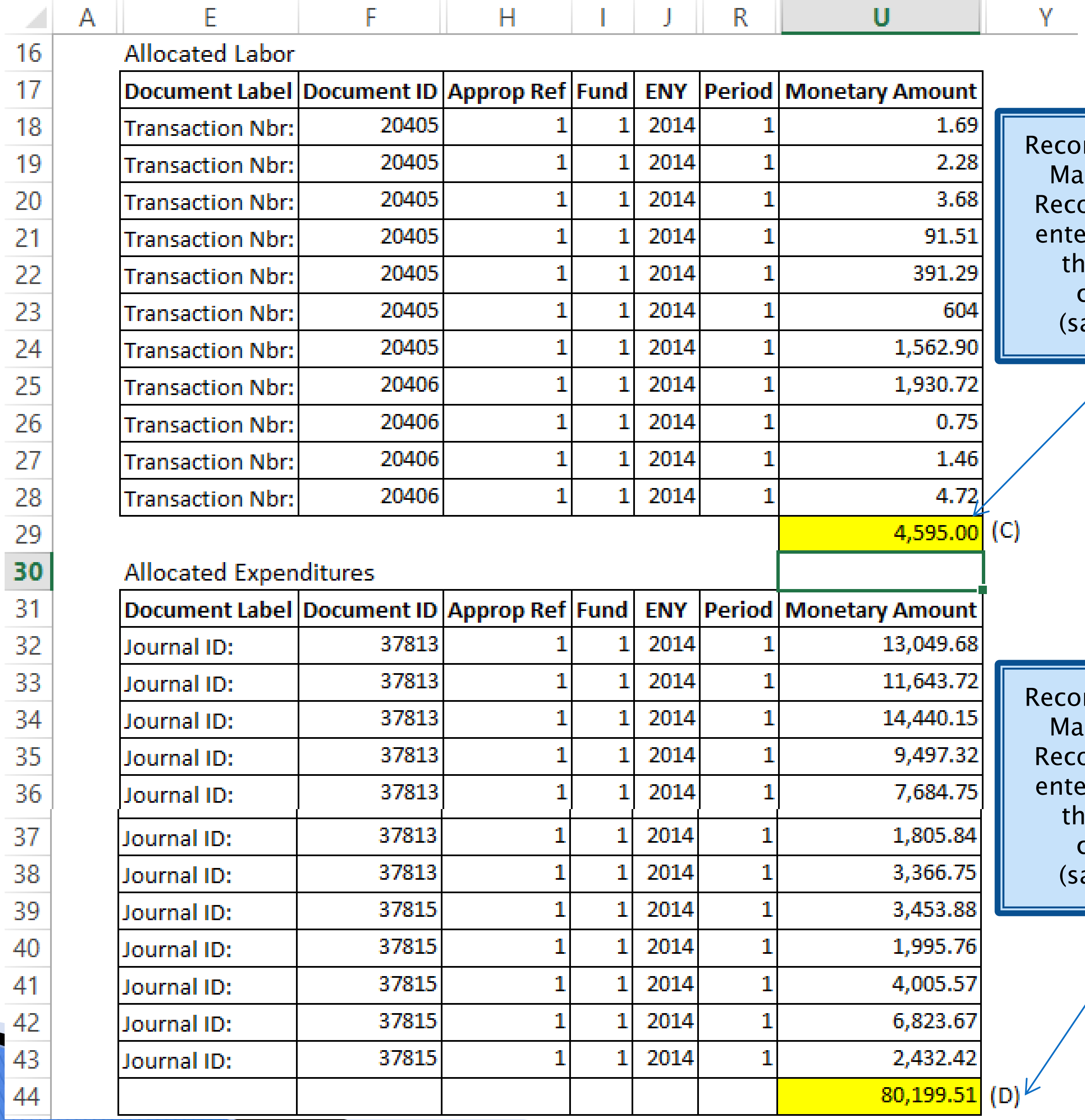


Outstanding Vouchers

Document Label	Document ID	Approp Ref	Fund	ENY	Period	Monetary Amount
Voucher ID:	949	1	1	2014	12	2,182.50
Voucher ID:	950	1	1	2014	12	360
						2,542.50

(B)

Reconciling Item: Manual Excel Reconciliation – enter in row “Voucher not paid by SCO” (same sign)



Allocated Labor

Document Label	Document ID	Approp Ref	Fund	ENY	Period	Monetary Amount	
Transaction Nbr:	20405	1	1	2014	1	1.69	
Transaction Nbr:	20405	1	1	2014	1	2.28	
Transaction Nbr:	20405	1	1	2014	1	3.68	
Transaction Nbr:	20405	1	1	2014	1	91.51	
Transaction Nbr:	20405	1	1	2014	1	391.29	
Transaction Nbr:	20405	1	1	2014	1	604	
Transaction Nbr:	20405	1	1	2014	1	1,562.90	
Transaction Nbr:	20406	1	1	2014	1	1,930.72	
Transaction Nbr:	20406	1	1	2014	1	0.75	
Transaction Nbr:	20406	1	1	2014	1	1.46	
Transaction Nbr:	20406	1	1	2014	1	4.72	
						4,595.00	(C)

Allocated Expenditures

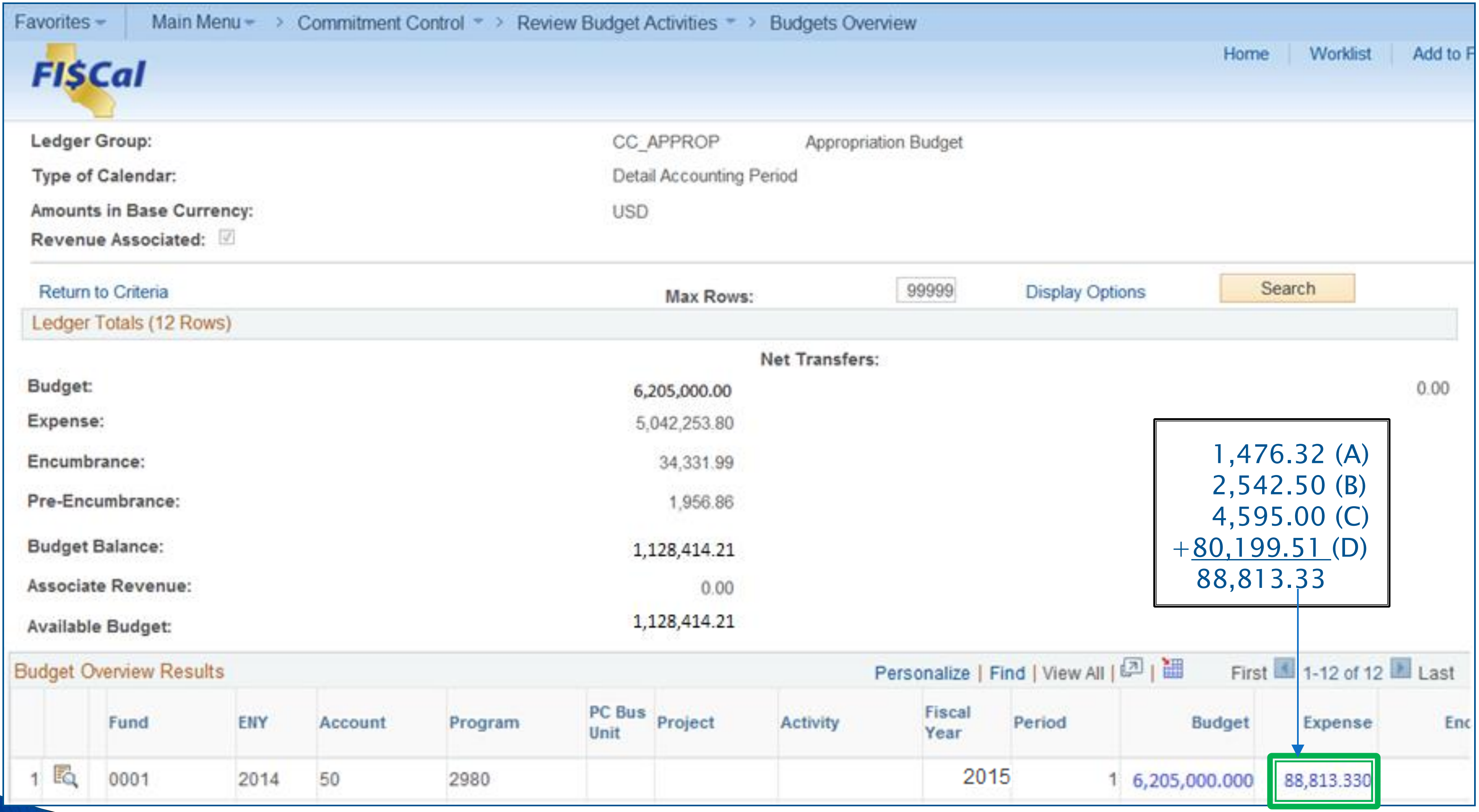
Document Label	Document ID	Approp Ref	Fund	ENY	Period	Monetary Amount	
Journal ID:	37813	1	1	2014	1	13,049.68	
Journal ID:	37813	1	1	2014	1	11,643.72	
Journal ID:	37813	1	1	2014	1	14,440.15	
Journal ID:	37813	1	1	2014	1	9,497.32	
Journal ID:	37813	1	1	2014	1	7,684.75	
Journal ID:	37813	1	1	2014	1	1,805.84	
Journal ID:	37813	1	1	2014	1	3,366.75	
Journal ID:	37815	1	1	2014	1	3,453.88	
Journal ID:	37815	1	1	2014	1	1,995.76	
Journal ID:	37815	1	1	2014	1	4,005.57	
Journal ID:	37815	1	1	2014	1	6,823.67	
Journal ID:	37815	1	1	2014	1	2,432.42	
						80,199.51	(D)

Reconciling Item: Manual Excel Reconciliation – enter as part of the “Other” category (same sign)

Reconciling Item: Manual Excel Reconciliation – enter as part of the “Other” category (same sign)

FI$Cal SCO/Agency Reconciliation Report Continued

Account Type D Reconciliation


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview
FI$Cal
Home
Worklist
Add to F
Return to Criteria
Display Options
Search
Personalize | Find | View All
First
1-12 of 12
Last

Ledger Group:	CC_APPROP Appropriation Budget
Type of Calendar:	Detail Accounting Period
Amounts in Base Currency:	USD
Revenue Associated:	☑

Max Rows: 99999

Ledger Totals (12 Rows)

Net Transfers: 0.00

Budget:	6,205,000.00
Expense:	5,042,253.80
Encumbrance:	34,331.99
Pre-Encumbrance:	1,956.86
Budget Balance:	1,128,414.21
Associate Revenue:	0.00
Available Budget:	1,128,414.21

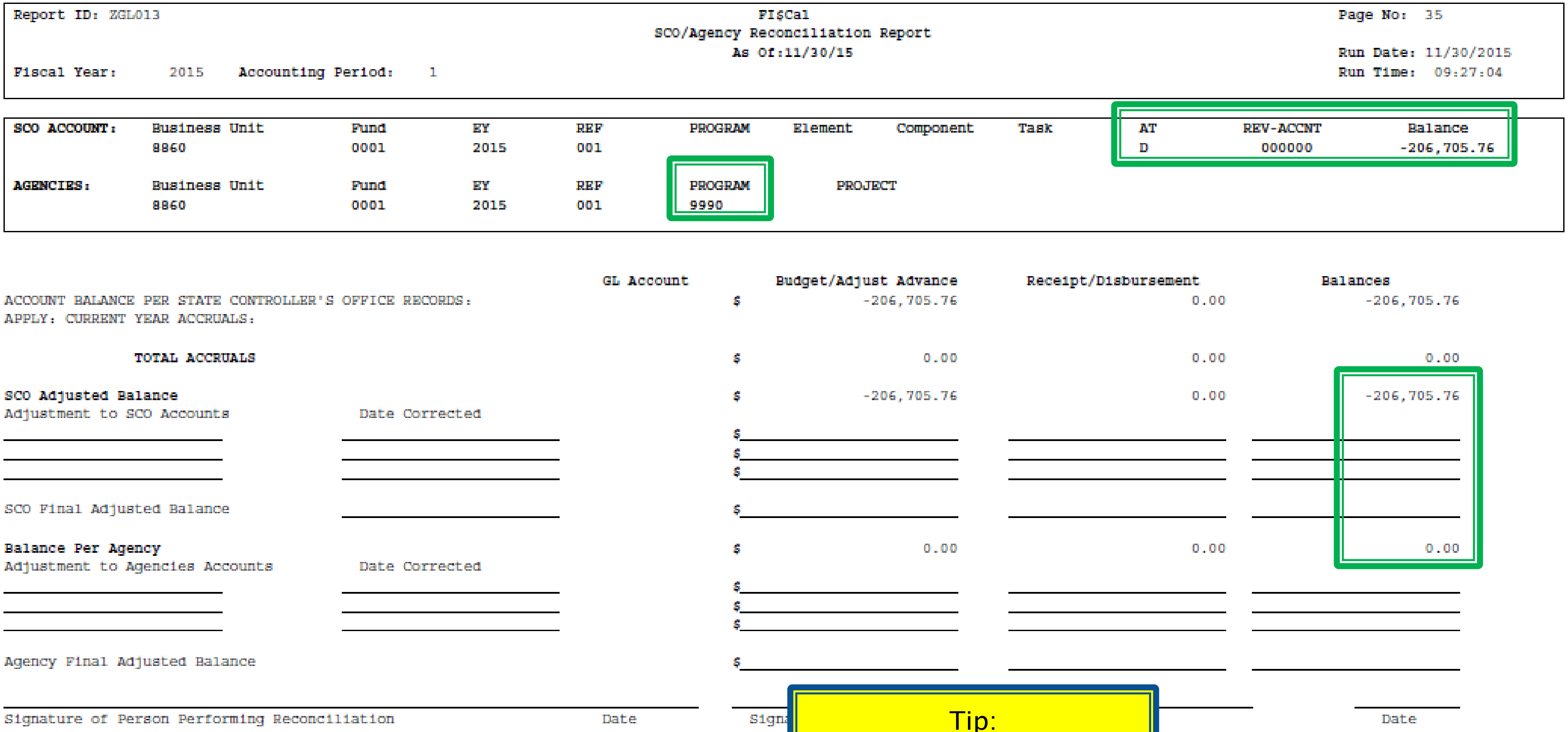
Budget Overview Results

		Fund	ENY	Account	Program	PC Bus Unit	Project	Activity	Fiscal Year	Period	Budget	Expense	Enc
1	🔍	0001	2014	50	2980				2015	1	6,205,000.000	88,813.330	

1,476.32 (A)
2,542.50 (B)
4,595.00 (C)
+80,199.51 (D)
88,813.33

FI$Cal SCO/Agency Reconciliation Report Continued

Reconciliation of Cat 96, 97, and 98



```
Report ID: ZGL013                                   FI$Cal                                        Page No:  35
                                         SCO/Agency Reconciliation Report
                                                As Of:11/30/15                                    Run Date: 11/30/2015
Fiscal Year:      2015    Accounting Period:    1                                                 Run Time:  09:27:04

SCO ACCOUNT:  Business Unit       Fund      EY      REF      PROGRAM   Element   Component   Task   AT      REV-ACCNT      Balance
              8860                0001      2015    001                                             D       000000      -206,705.76

AGENCIES:     Business Unit       Fund      EY      REF      PROGRAM        PROJECT
              8860                0001      2015    001      9990

                                                     GL Account     Budget/Adjust Advance   Receipt/Disbursement        Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:            $          -206,705.76                   0.00     -206,705.76
APPLY: CURRENT YEAR ACCRUALS:

           TOTAL ACCRUALS                                         $                 0.00                   0.00            0.00

SCO Adjusted Balance                                              $          -206,705.76                   0.00     -206,705.76
Adjustment to SCO Accounts          Date Corrected
__________________          __________________                    $__________________     __________________  __________________
__________________          __________________                    $__________________     __________________  __________________
__________________          __________________                    $__________________     __________________  __________________

SCO Final Adjusted Balance  __________________                    $__________________     __________________  __________________

Balance Per Agency                                                $                 0.00                   0.00            0.00
Adjustment to Agencies Accounts     Date Corrected
__________________          __________________                    $__________________     __________________  __________________
__________________          __________________                    $__________________     __________________  __________________
__________________          __________________                    $__________________     __________________  __________________

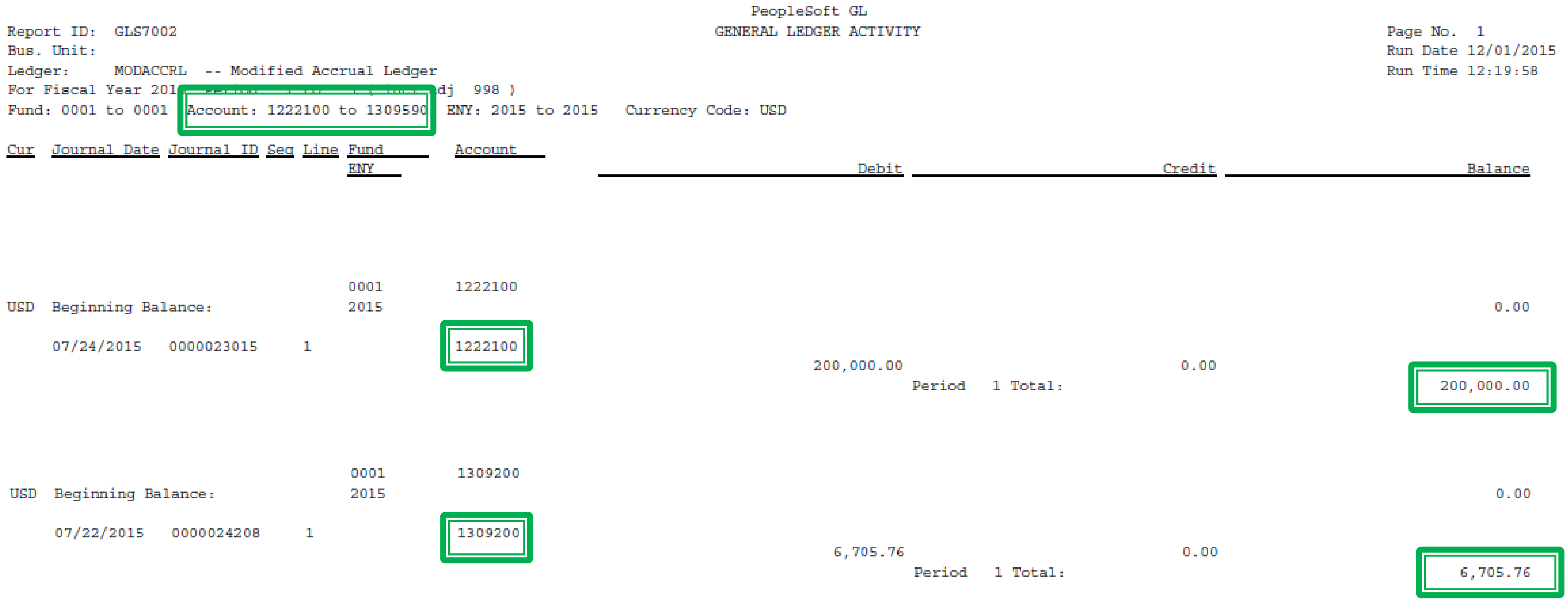
Agency Final Adjusted Balance                                     $__________________     __________________  __________________

_____________________________________________________             ____________________________________________  __________
Signature of Person Performing Reconciliation          Date       Signa                                           Date
```

Tip:
Category 96,97, and 98 are consolidated under Program 9990. Run a General Ledger Activity Report to validate the balance.

FI$Cal SCO/Agency Reconciliation Report Continued

Reconciliation of Cat 96, 97, and 98



```
                                                                   PeopleSoft GL
Report ID:  GLS7002                                           GENERAL LEDGER ACTIVITY                                                    Page No.  1
Bus. Unit:                                                                                                                               Run Date 12/01/2015
Ledger:     MODACCRL  -- Modified Accrual Ledger                                                                                         Run Time 12:19:58
For Fiscal Year 201[illegible]dj  998 )
Fund: 0001 to 0001  Account: 1222100 to 1309590  ENY: 2015 to 2015   Currency Code: USD

Cur  Journal Date Journal ID Seg Line Fund         Account
                                      ENY
                                                                          Debit                          Credit                          Balance



                                      0001         1222100
USD  Beginning Balance:               2015                                                                                                  0.00

     07/24/2015   0000023015      1                1222100
                                                                     200,000.00                            0.00
                                                                               Period   1 Total:                                      200,000.00

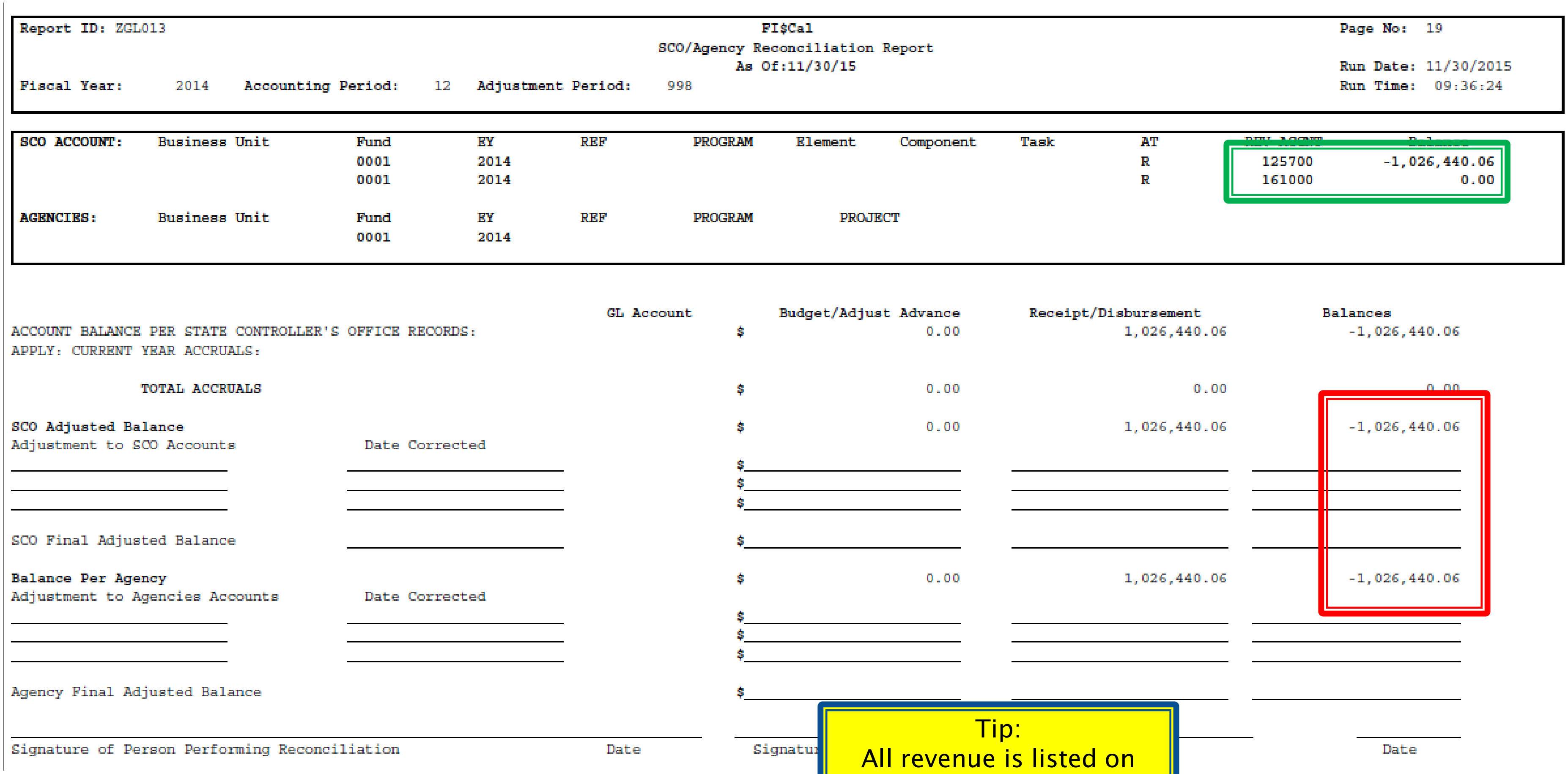

                                      0001         1309200
USD  Beginning Balance:               2015                                                                                                  0.00

     07/22/2015   0000024208      1                1309200
                                                                       6,705.76                            0.00
                                                                               Period   1 Total:                                        6,705.76
```

Note:
These are the advance accounts, which are recorded to account 59 in FI$Cal which is not program to be populated on the Agency Reconciliation Report.

FI$Cal SCO/Agency Reconciliation Report Continued

Reconciliation of Revenue



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Report ID: ZGL013                                    FI$Cal                                         Page No:  19
                                          SCO/Agency Reconciliation Report
                                                  As Of:11/30/15                                    Run Date: 11/30/2015
Fiscal Year:      2014     Accounting Period:    12   Adjustment Period:    998                     Run Time:  09:36:24

SCO ACCOUNT:   Business Unit        Fund      FY      REF      PROGRAM    Element    Component    Task      AT      REV ACCNT          Balance
                                    0001      2014                                                          R         125700      -1,026,440.06
                                    0001      2014                                                          R         161000               0.00

AGENCIES:      Business Unit        Fund      FY      REF      PROGRAM        PROJECT
                                    0001      2014


                                                              GL Account      Budget/Adjust Advance     Receipt/Disbursement          Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:                   $                     0.00             1,026,440.06         -1,026,440.06
APPLY: CURRENT YEAR ACCRUALS:

             TOTAL ACCRUALS                                              $                     0.00                     0.00                  0.00

SCO Adjusted Balance                                                     $                     0.00             1,026,440.06         -1,026,440.06
Adjustment to SCO Accounts          Date Corrected
_____________________  _____________________                             $_____________________  _____________________  ____________________
_____________________  _____________________                             $_____________________  _____________________  ____________________
_____________________  _____________________                             $_____________________  _____________________  ____________________

SCO Final Adjusted Balance          _____________________                $_____________________  _____________________  ____________________

Balance Per Agency                                                       $                     0.00             1,026,440.06         -1,026,440.06
Adjustment to Agencies Accounts     Date Corrected
_____________________  _____________________                             $_____________________  _____________________  ____________________
_____________________  _____________________                             $_____________________  _____________________  ____________________
_____________________  _____________________                             $_____________________  _____________________  ____________________

Agency Final Adjusted Balance                                            $_____________________  _____________________  ____________________

___________________________________________________________________      ________                                     __________
Signature of Person Performing Reconciliation              Date          Signatur                                        Date
```
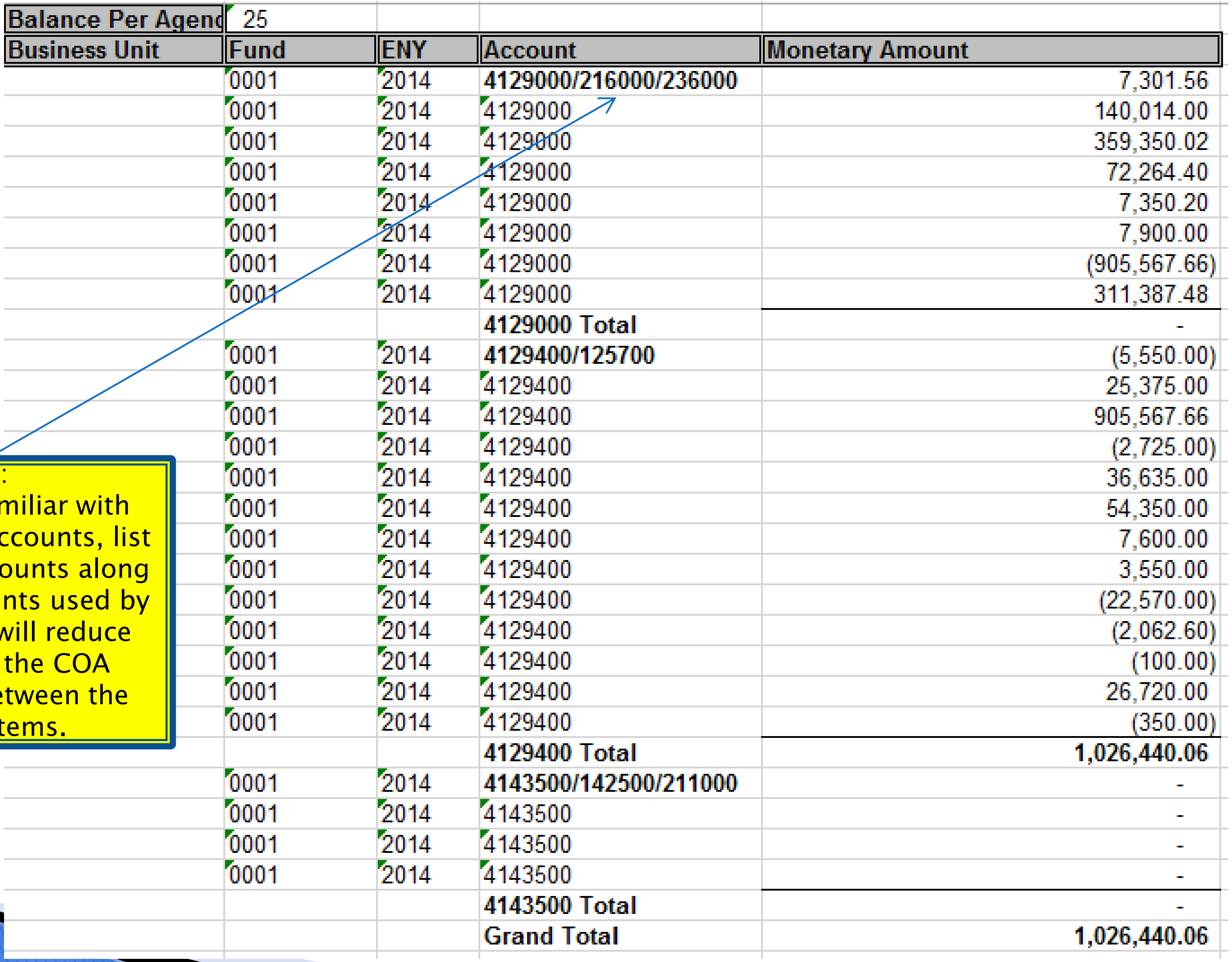

Tip:
All revenue is listed on one page. Similar to the SCO 'Q' account.
In addition run the revenue query to verify the correct revenue account was posted.

FI$Cal SCO/Agency Reconciliation Report Continued

Reconciliation of Revenue

Query ‘zz_rev_bal_agency’

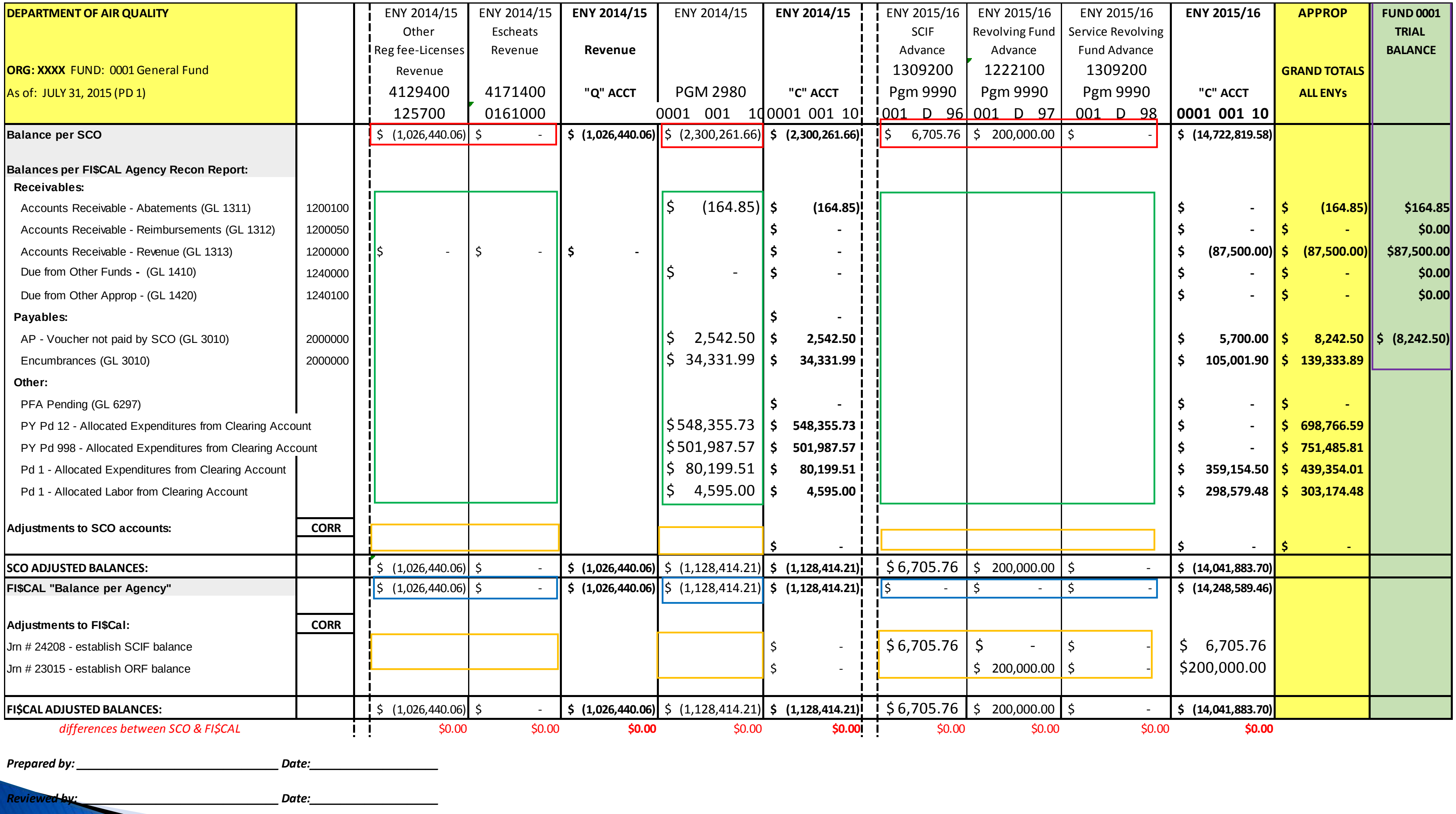


Balance Per Agenc	25			
Business Unit	**Fund**	**ENY**	**Account**	**Monetary Amount**
	0001	2014	**4129000/216000/236000**	7,301.56
	0001	2014	4129000	140,014.00
	0001	2014	4129000	359,350.02
	0001	2014	4129000	72,264.40
	0001	2014	4129000	7,350.20
	0001	2014	4129000	7,900.00
	0001	2014	4129000	(905,567.66)
	0001	2014	4129000	311,387.48
			4129000 Total	-
	0001	2014	**4129400/125700**	(5,550.00)
	0001	2014	4129400	25,375.00
	0001	2014	4129400	905,567.66
	0001	2014	4129400	(2,725.00)
	0001	2014	4129400	36,635.00
	0001	2014	4129400	54,350.00
	0001	2014	4129400	7,600.00
	0001	2014	4129400	3,550.00
	0001	2014	4129400	(22,570.00)
	0001	2014	4129400	(2,062.60)
	0001	2014	4129400	(100.00)
	0001	2014	4129400	26,720.00
	0001	2014	4129400	(350.00)
			4129400 Total	**1,026,440.06**
	0001	2014	**4143500/142500/211000**	-
	0001	2014	4143500	-
	0001	2014	4143500	-
	0001	2014	4143500	-
			4143500 Total	-
			Grand Total	**1,026,440.06**

Tip:
Until your familiar with the Chart of Accounts, list the legacy accounts along side the accounts used by FI$Cal. This will reduce time doing the COA crosswalk between the two systems.

FI$Cal SCO/Agency Reconciliation Report Continued

Excel Reconciliation Template



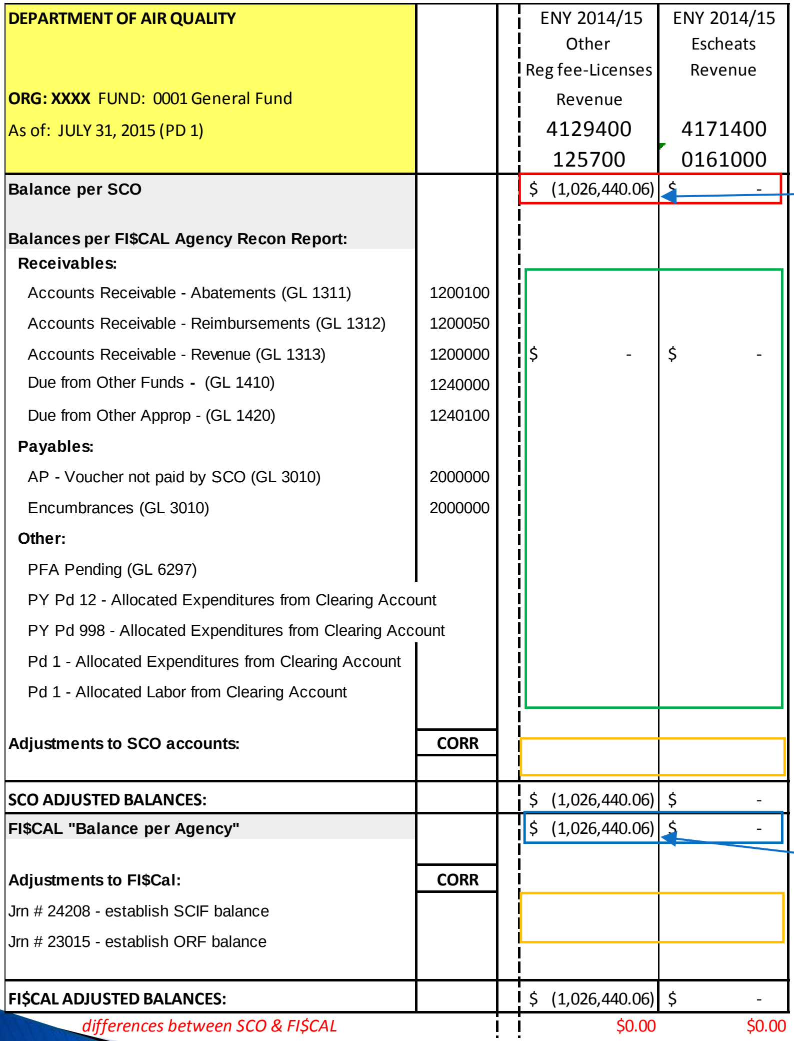
DEPARTMENT OF AIR QUALITY ORG: XXXX FUND: 0001 General Fund As of: JULY 31, 2015 (PD 1)		ENY 2014/15 Other Reg fee-Licenses Revenue 4129400 125700	ENY 2014/15 Escheats Revenue 4171400 0161000	**ENY 2014/15** **Revenue** **"Q" ACCT**	ENY 2014/15 PGM 2980 0001 001 10	**ENY 2014/15** **"C" ACCT** 0001 001 10	ENY 2015/16 SCIF Advance 1309200 Pgm 9990 001 D 96	ENY 2015/16 Revolving Fund Advance 1222100 Pgm 9990 001 D 97	ENY 2015/16 Service Revolving Fund Advance 1309200 Pgm 9990 001 D 98	**ENY 2015/16** **"C" ACCT** **0001 001 10**	**APPROP** **GRAND TOTALS** **ALL ENYs**	**FUND 0001** **TRIAL** **BALANCE**
Balance per SCO		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (2,300,261.66)	**$ (2,300,261.66)**	$ 6,705.76	$ 200,000.00	$ -	**$ (14,722,819.58)**		
Balances per FI$CAL Agency Recon Report:												
Receivables:												
Accounts Receivable - Abatements (GL 1311)	1200100				$ (164.85)	**$ (164.85)**				**$ -**	**$ (164.85)**	**$164.85**
Accounts Receivable - Reimbursements (GL 1312)	1200050					**$ -**				**$ -**	**$ -**	**$0.00**
Accounts Receivable - Revenue (GL 1313)	1200000	$ -	$ -	$ -		**$ -**				**$ (87,500.00)**	**$ (87,500.00)**	**$87,500.00**
Due from Other Funds - (GL 1410)	1240000				$ -	**$ -**				**$ -**	**$ -**	**$0.00**
Due from Other Approp - (GL 1420)	1240100									**$ -**	**$ -**	**$0.00**
Payables:						**$ -**						
AP - Voucher not paid by SCO (GL 3010)	2000000				$ 2,542.50	**$ 2,542.50**				**$ 5,700.00**	**$ 8,242.50**	**$ (8,242.50)**
Encumbrances (GL 3010)	2000000				$ 34,331.99	**$ 34,331.99**				**$ 105,001.90**	**$ 139,333.89**	
Other:												
PFA Pending (GL 6297)						**$ -**				**$ -**	**$ -**	
PY Pd 12 - Allocated Expenditures from Clearing Account					$548,355.73	**$ 548,355.73**				**$ -**	**$ 698,766.59**	
PY Pd 998 - Allocated Expenditures from Clearing Account					$501,987.57	**$ 501,987.57**				**$ -**	**$ 751,485.81**	
Pd 1 - Allocated Expenditures from Clearing Account					$ 80,199.51	**$ 80,199.51**				**$ 359,154.50**	**$ 439,354.01**	
Pd 1 - Allocated Labor from Clearing Account					$ 4,595.00	**$ 4,595.00**				**$ 298,579.48**	**$ 303,174.48**	
Adjustments to SCO accounts:	**CORR**					**$ -**				**$ -**	**$ -**	
SCO ADJUSTED BALANCES:		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (1,128,414.21)	**$ (1,128,414.21)**	$ 6,705.76	$ 200,000.00	$ -	**$ (14,041,883.70)**		
FI$CAL "Balance per Agency"		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (1,128,414.21)	**$ (1,128,414.21)**	$ -	$ -	$ -	**$ (14,248,589.46)**		
Adjustments to FI$Cal:	**CORR**											
Jrn # 24208 - establish SCIF balance						$ -	$ 6,705.76	$ -	$ -	$ 6,705.76		
Jrn # 23015 - establish ORF balance						$ -		$ 200,000.00	$ -	$200,000.00		
FI$CAL ADJUSTED BALANCES:		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (1,128,414.21)	**$ (1,128,414.21)**	$ 6,705.76	$ 200,000.00	$ -	**$ (14,041,883.70)**		
differences between SCO & FI$CAL		$0.00	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**		

Prepared by: ______________________________ ***Date:*** ____________________

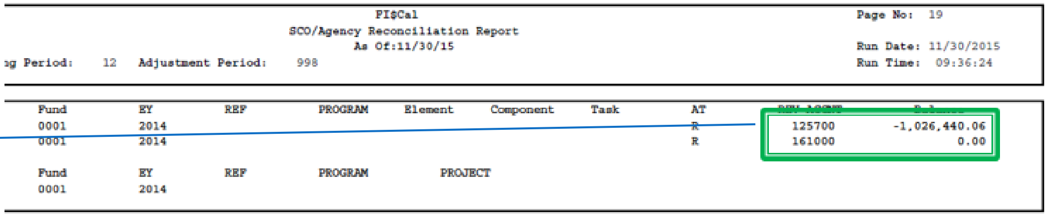
Reviewed by: ______________________________ ***Date:*** ____________________

FI$Cal SCO/Agency Reconciliation Report Continued

Excel Reconciliation Template



DEPARTMENT OF AIR QUALITY ORG: XXXX FUND: 0001 General Fund As of: JULY 31, 2015 (PD 1)		ENY 2014/15 Other Reg fee-Licenses Revenue 4129400 125700	ENY 2014/15 Escheats Revenue 4171400 0161000
Balance per SCO		$ (1,026,440.06)	$ -
Balances per FI$CAL Agency Recon Report:			
Receivables:			
Accounts Receivable - Abatements (GL 1311)	1200100		
Accounts Receivable - Reimbursements (GL 1312)	1200050		
Accounts Receivable - Revenue (GL 1313)	1200000	$ -	$ -
Due from Other Funds - (GL 1410)	1240000		
Due from Other Approp - (GL 1420)	1240100		
Payables:			
AP - Voucher not paid by SCO (GL 3010)	2000000		
Encumbrances (GL 3010)	2000000		
Other:			
PFA Pending (GL 6297)			
PY Pd 12 - Allocated Expenditures from Clearing Account			
PY Pd 998 - Allocated Expenditures from Clearing Account			
Pd 1 - Allocated Expenditures from Clearing Account			
Pd 1 - Allocated Labor from Clearing Account			
Adjustments to SCO accounts:	**CORR**		
SCO ADJUSTED BALANCES:		$ (1,026,440.06)	$ -
FI$CAL "Balance per Agency"		$ (1,026,440.06)	$ -
Adjustments to FI$Cal:	**CORR**		
Jrn # 24208 - establish SCIF balance			
Jrn # 23015 - establish ORF balance			
FI$CAL ADJUSTED BALANCES:		$ (1,026,440.06)	$ -
differences between SCO & FI$CAL		$0.00	$0.00



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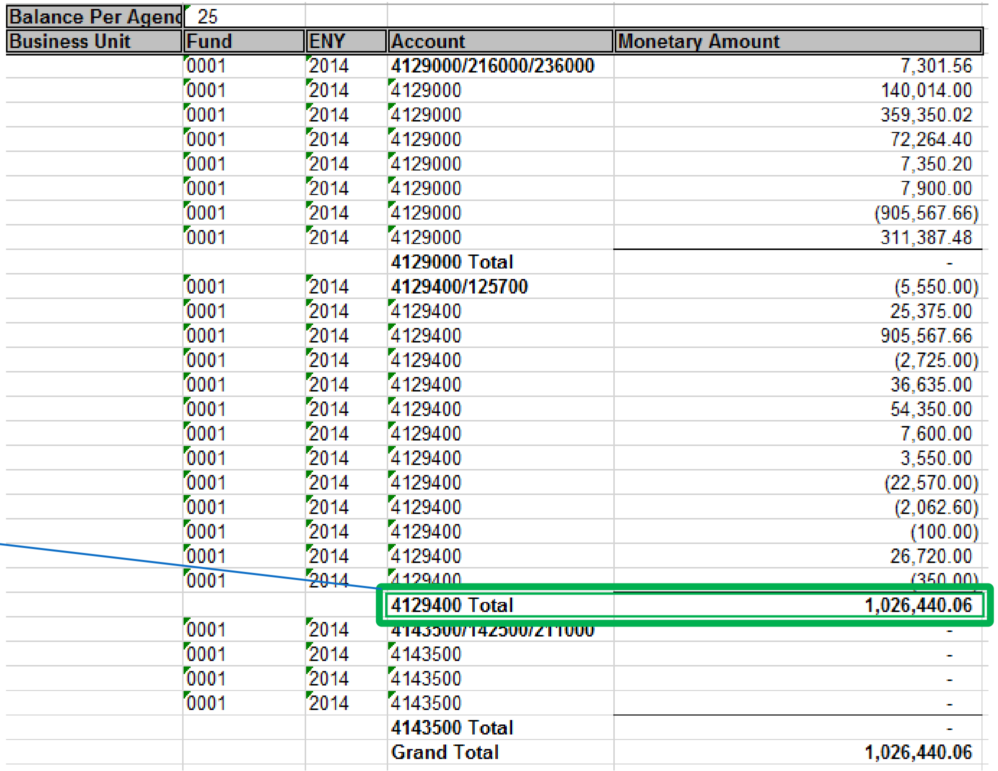
                                   FI$Cal                                          Page No:  19
                       SCO/Agency Reconciliation Report
                              As Of:11/30/15                                       Run Date: 11/30/2015
ng Period:   12   Adjustment Period:   998                                         Run Time:  09:36:24

  Fund        EY        REF       PROGRAM    Element    Component    Task        AT
  0001        2014                                                               R       125700     -1,026,440.06
  0001        2014                                                               R       161000              0.00

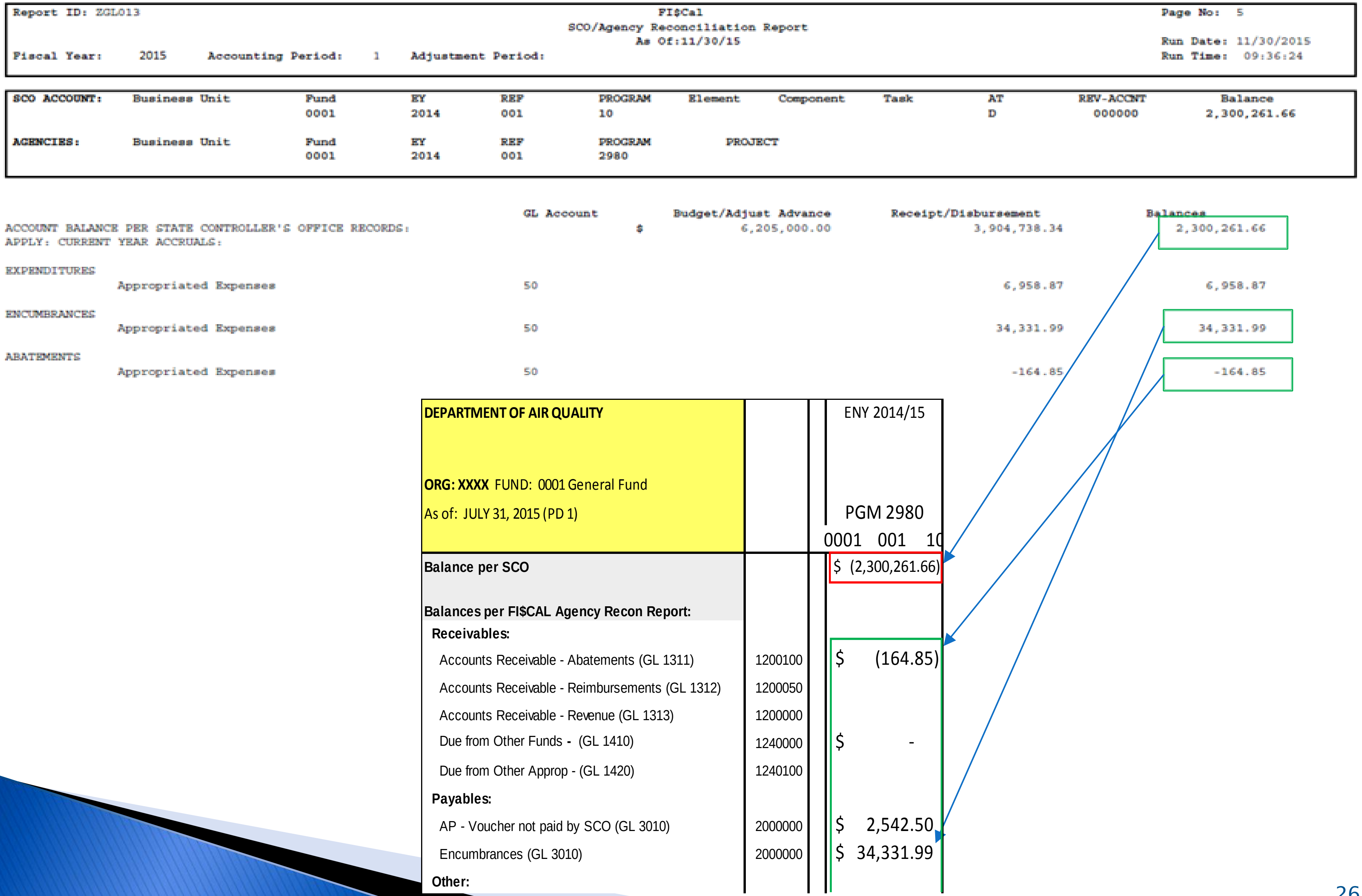
  Fund        EY        REF       PROGRAM         PROJECT
  0001        2014
```



Balance Per Agenc	25			
Business Unit	**Fund**	**ENY**	**Account**	**Monetary Amount**
	0001	2014	**4129000/216000/236000**	7,301.56
	0001	2014	4129000	140,014.00
	0001	2014	4129000	359,350.02
	0001	2014	4129000	72,264.40
	0001	2014	4129000	7,350.20
	0001	2014	4129000	7,900.00
	0001	2014	4129000	(905,567.66)
	0001	2014	4129000	311,387.48
			4129000 Total	-
	0001	2014	**4129400/125700**	(5,550.00)
	0001	2014	4129400	25,375.00
	0001	2014	4129400	905,567.66
	0001	2014	4129400	(2,725.00)
	0001	2014	4129400	36,635.00
	0001	2014	4129400	54,350.00
	0001	2014	4129400	7,600.00
	0001	2014	4129400	3,550.00
	0001	2014	4129400	(22,570.00)
	0001	2014	4129400	(2,062.60)
	0001	2014	4129400	(100.00)
	0001	2014	4129400	26,720.00
	0001	2014	4129400	(350.00)
			4129400 Total	**1,026,440.06**
	0001	2014	**4143500/142500/211000**	-
	0001	2014	4143500	-
	0001	2014	4143500	-
	0001	2014	4143500	-
			4143500 Total	-
			Grand Total	**1,026,440.06**

FI$Cal SCO/Agency Reconciliation Report Continued

Excel Reconciliation Template



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Report ID: ZGL013                                   FI$Cal                                          Page No:   5
                                        SCO/Agency Reconciliation Report
                                               As Of:11/30/15                                       Run Date: 11/30/2015
Fiscal Year:     2015      Accounting Period:    1     Adjustment Period:                           Run Time:  09:36:24

SCO ACCOUNT:   Business Unit        Fund       EY      REF     PROGRAM   Element   Component   Task      AT     REV-ACCNT      Balance
                                    0001       2014    001     10                                        D      000000      2,300,261.66

AGENCIES:      Business Unit        Fund       EY      REF     PROGRAM        PROJECT
                                    0001       2014    001     2980

                                                     GL Account      Budget/Adjust Advance      Receipt/Disbursement         Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:         $           6,205,000.00              3,904,738.34          2,300,261.66
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
           Appropriated Expenses              50                                                       6,958.87              6,958.87
ENCUMBRANCES
           Appropriated Expenses              50                                                      34,331.99             34,331.99
ABATEMENTS
           Appropriated Expenses              50                                                        -164.85               -164.85
```
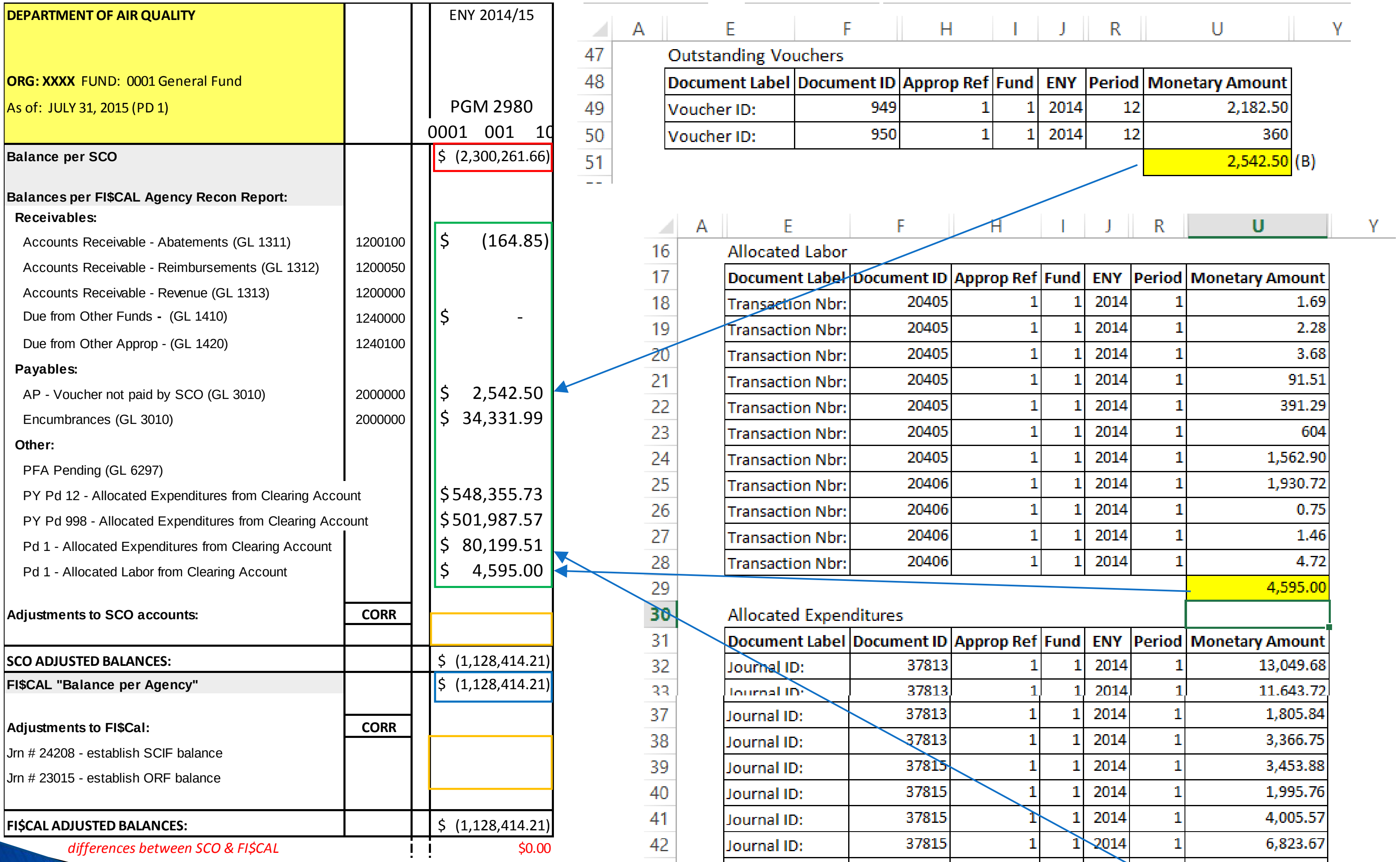

DEPARTMENT OF AIR QUALITY **ORG: XXXX** FUND: 0001 General Fund As of: JULY 31, 2015 (PD 1)			ENY 2014/15 PGM 2980 0001 001 10
Balance per SCO			$ (2,300,261.66)
Balances per FI$CAL Agency Recon Report:			
Receivables:			
Accounts Receivable - Abatements (GL 1311)	1200100		$ (164.85)
Accounts Receivable - Reimbursements (GL 1312)	1200050		
Accounts Receivable - Revenue (GL 1313)	1200000		
Due from Other Funds - (GL 1410)	1240000		$ -
Due from Other Approp - (GL 1420)	1240100		
Payables:			
AP - Voucher not paid by SCO (GL 3010)	2000000		$ 2,542.50
Encumbrances (GL 3010)	2000000		$ 34,331.99
Other:			

FI$Cal SCO/Agency Reconciliation Report Continued

Excel Reconciliation Template



DEPARTMENT OF AIR QUALITY **ORG: XXXX** FUND: 0001 General Fund As of: JULY 31, 2015 (PD 1)			ENY 2014/15 PGM 2980 0001 001 10
Balance per SCO			$ (2,300,261.66)
Balances per FI$CAL Agency Recon Report:			
Receivables:			
Accounts Receivable - Abatements (GL 1311)	1200100		$ (164.85)
Accounts Receivable - Reimbursements (GL 1312)	1200050		
Accounts Receivable - Revenue (GL 1313)	1200000		
Due from Other Funds - (GL 1410)	1240000		$ -
Due from Other Approp - (GL 1420)	1240100		
Payables:			
AP - Voucher not paid by SCO (GL 3010)	2000000		$ 2,542.50
Encumbrances (GL 3010)	2000000		$ 34,331.99
Other:			
PFA Pending (GL 6297)			
PY Pd 12 - Allocated Expenditures from Clearing Account			$ 548,355.73
PY Pd 998 - Allocated Expenditures from Clearing Account			$ 501,987.57
Pd 1 - Allocated Expenditures from Clearing Account			$ 80,199.51
Pd 1 - Allocated Labor from Clearing Account			$ 4,595.00
Adjustments to SCO accounts:	**CORR**		
SCO ADJUSTED BALANCES:			$ (1,128,414.21)
FI$CAL "Balance per Agency"			$ (1,128,414.21)
Adjustments to FI$Cal:	**CORR**		
Jrn # 24208 - establish SCIF balance			
Jrn # 23015 - establish ORF balance			
FI$CAL ADJUSTED BALANCES:			$ (1,128,414.21)

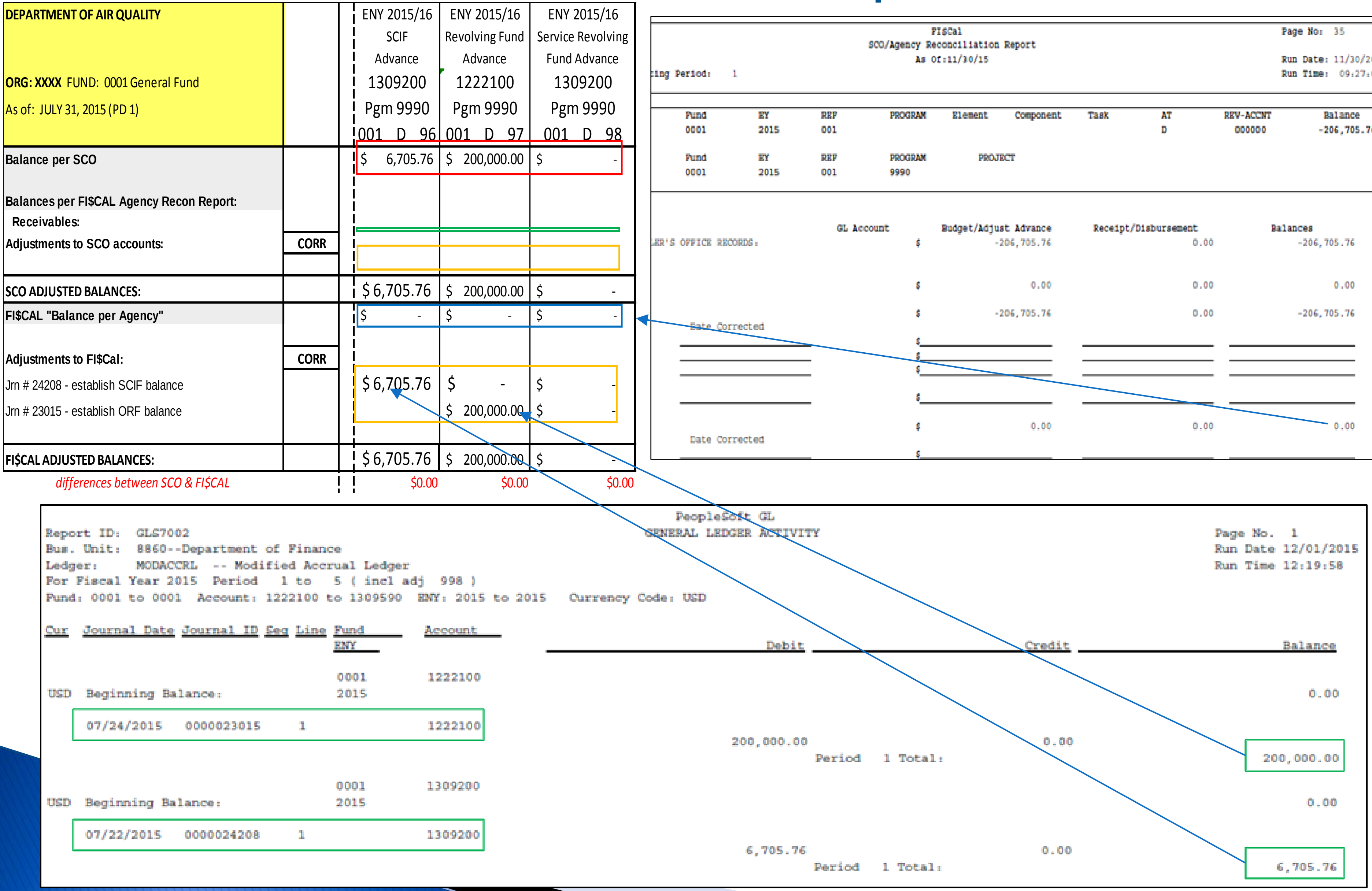
differences between SCO & FI$CAL $0.00

	A	E	F	H	I	J	R	U
47		Outstanding Vouchers						
48		**Document Label**	**Document ID**	**Approp Ref**	**Fund**	**ENY**	**Period**	**Monetary Amount**
49		Voucher ID:	949	1	1	2014	12	2,182.50
50		Voucher ID:	950	1	1	2014	12	360
51								2,542.50 (B)

	A	E	F	H	I	J	R	U
16		Allocated Labor						
17		**Document Label**	**Document ID**	**Approp Ref**	**Fund**	**ENY**	**Period**	**Monetary Amount**
18		Transaction Nbr:	20405	1	1	2014	1	1.69
19		Transaction Nbr:	20405	1	1	2014	1	2.28
20		Transaction Nbr:	20405	1	1	2014	1	3.68
21		Transaction Nbr:	20405	1	1	2014	1	91.51
22		Transaction Nbr:	20405	1	1	2014	1	391.29
23		Transaction Nbr:	20405	1	1	2014	1	604
24		Transaction Nbr:	20405	1	1	2014	1	1,562.90
25		Transaction Nbr:	20406	1	1	2014	1	1,930.72
26		Transaction Nbr:	20406	1	1	2014	1	0.75
27		Transaction Nbr:	20406	1	1	2014	1	1.46
28		Transaction Nbr:	20406	1	1	2014	1	4.72
29								4,595.00
30		Allocated Expenditures						
31		**Document Label**	**Document ID**	**Approp Ref**	**Fund**	**ENY**	**Period**	**Monetary Amount**
32		Journal ID:	37813	1	1	2014	1	13,049.68
33		Journal ID:	37813	1	1	2014	1	11,643.72
37		Journal ID:	37813	1	1	2014	1	1,805.84
38		Journal ID:	37813	1	1	2014	1	3,366.75
39		Journal ID:	37815	1	1	2014	1	3,453.88
40		Journal ID:	37815	1	1	2014	1	1,995.76
41		Journal ID:	37815	1	1	2014	1	4,005.57
42		Journal ID:	37815	1	1	2014	1	6,823.67
43		Journal ID:	37815	1	1	2014	1	2,432.42
44								80,199.51

FI$Cal SCO/Agency Reconciliation Report Continued

Excel Reconciliation Template



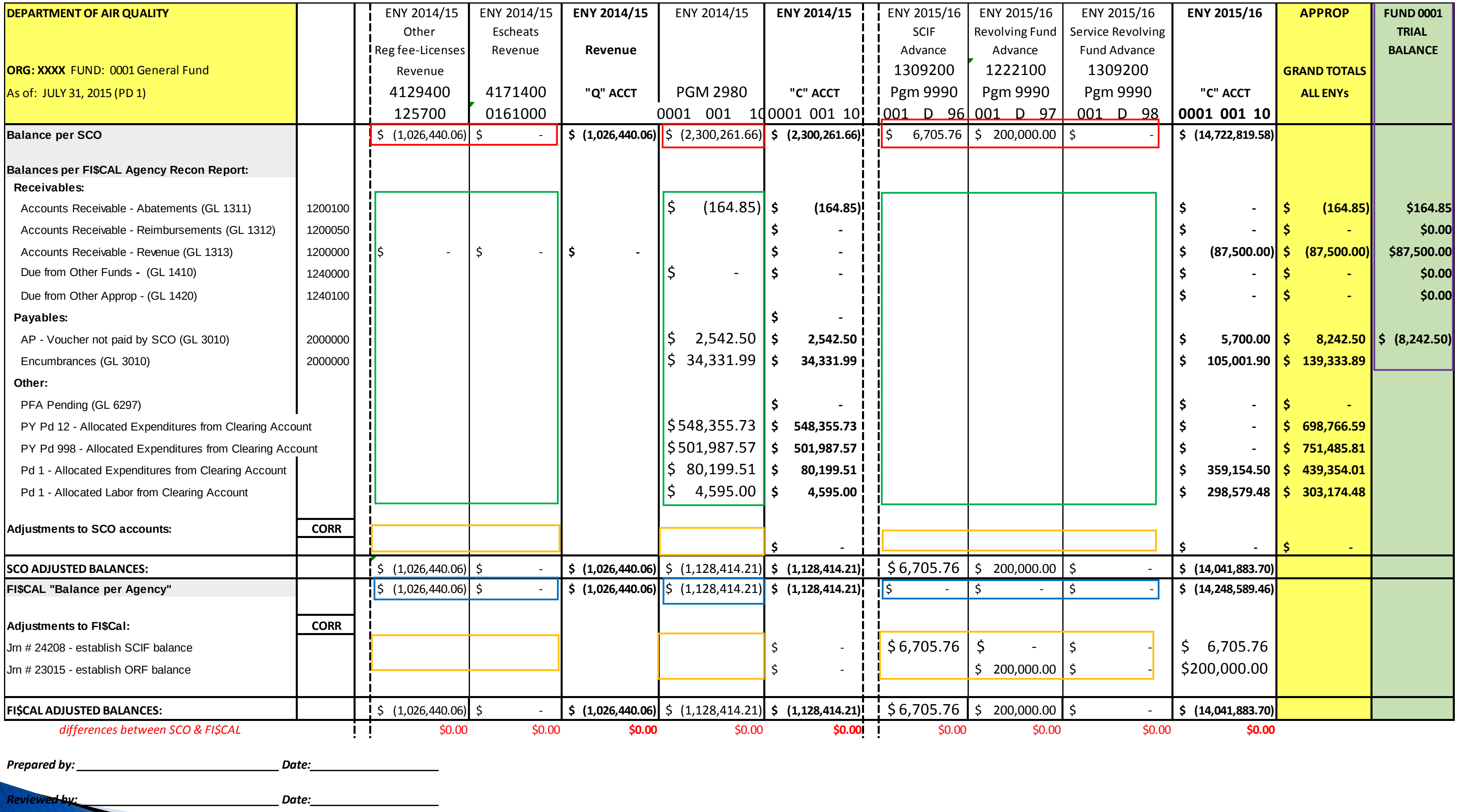
DEPARTMENT OF AIR QUALITY ORG: XXXX FUND: 0001 General Fund As of: JULY 31, 2015 (PD 1)		ENY 2015/16 SCIF Advance 1309200 Pgm 9990 001 D 96	ENY 2015/16 Revolving Fund Advance 1222100 Pgm 9990 001 D 97	ENY 2015/16 Service Revolving Fund Advance 1309200 Pgm 9990 001 D 98
Balance per SCO		$ 6,705.76	$ 200,000.00	$ -
Balances per FI$CAL Agency Recon Report:				
Receivables:				
Adjustments to SCO accounts:	CORR			
SCO ADJUSTED BALANCES:		$ 6,705.76	$ 200,000.00	$ -
FI$CAL "Balance per Agency"		$ -	$ -	$ -
Adjustments to FI$Cal:	CORR			
Jrn # 24208 - establish SCIF balance		$ 6,705.76	$ -	$ -
Jrn # 23015 - establish ORF balance			$ 200,000.00	$ -
FI$CAL ADJUSTED BALANCES:		$ 6,705.76	$ 200,000.00	$ -
differences between SCO & FI$CAL		$0.00	$0.00	$0.00

```
                                  FI$Cal                                              Page No:  35
                       SCO/Agency Reconciliation Report
                                As Of:11/30/15                                        Run Date: 11/30/2015
ing Period:    1                                                                      Run Time:  09:27:04

    Fund        EY        REF        PROGRAM   Element   Component   Task      AT     REV-ACCNT      Balance
    0001        2015      001                                                  D      000000      -206,705.76

    Fund        EY        REF        PROGRAM          PROJECT
    0001        2015      001        9990

                             GL Account       Budget/Adjust Advance    Receipt/Disbursement        Balances
ER'S OFFICE RECORDS:                     $          -206,705.76                   0.00           -206,705.76

                                         $                 0.00                   0.00                  0.00

                                         $          -206,705.76                   0.00           -206,705.76
   Date Corrected
                                         $
                                         $
                                         $

                                         $

                                         $                 0.00                   0.00                  0.00
   Date Corrected
                                         $
```

```
                                             PeopleSoft GL
Report ID:  GLS7002                      GENERAL LEDGER ACTIVITY                             Page No.  1
Bus. Unit:  8860--Department of Finance                                                      Run Date 12/01/2015
Ledger:     MODACCRL  -- Modified Accrual Ledger                                             Run Time 12:19:58
For Fiscal Year 2015  Period   1 to   5 ( incl adj  998 )
Fund: 0001 to 0001  Account: 1222100 to 1309590  ENY: 2015 to 2015   Currency Code: USD

Cur  Journal Date Journal ID Seg Line Fund       Account
                                      ENY                               Debit              Credit             Balance

                                      0001       1222100
USD  Beginning Balance:               2015                                                                       0.00

   07/24/2015    0000023015    1                 1222100
                                                                    200,000.00               0.00
                                                                         Period    1 Total:                200,000.00

                                      0001       1309200
USD  Beginning Balance:               2015                                                                       0.00

   07/22/2015    0000024208    1                 1309200
                                                                      6,705.76               0.00
                                                                         Period    1 Total:                  6,705.76
```

FI$Cal SCO/Agency Reconciliation Report Continued

Excel Reconciliation Template



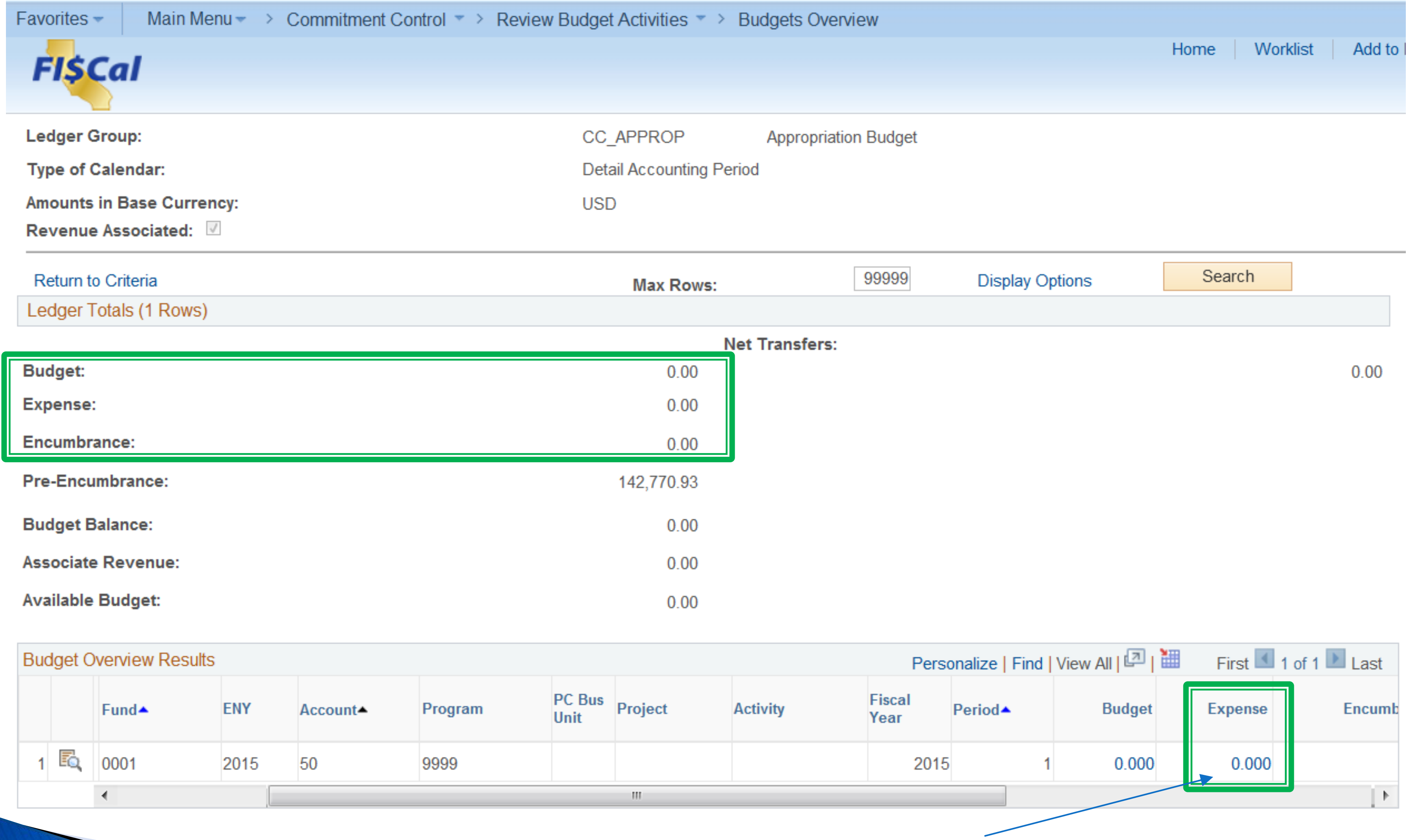
DEPARTMENT OF AIR QUALITY **ORG: XXXX** FUND: 0001 General Fund As of: JULY 31, 2015 (PD 1)		ENY 2014/15 Other Reg fee-Licenses Revenue 4129400 125700	ENY 2014/15 Escheats Revenue 4171400 0161000	**ENY 2014/15** **Revenue** **"Q" ACCT**	ENY 2014/15 PGM 2980 0001 001 1	**ENY 2014/15** **"C" ACCT** 0001 001 10	ENY 2015/16 SCIF Advance 1309200 Pgm 9990 001 D 96	ENY 2015/16 Revolving Fund Advance 1222100 Pgm 9990 001 D 97	ENY 2015/16 Service Revolving Fund Advance 1309200 Pgm 9990 001 D 98	**ENY 2015/16** **"C" ACCT** **0001 001 10**	**APPROP** **GRAND TOTALS** **ALL ENYs**	**FUND 0001 TRIAL BALANCE**
Balance per SCO		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (2,300,261.66)	**$ (2,300,261.66)**	$ 6,705.76	$ 200,000.00	$ -	**$ (14,722,819.58)**		
Balances per FI$CAL Agency Recon Report:												
Receivables:												
Accounts Receivable - Abatements (GL 1311)	1200100				$ (164.85)	**$ (164.85)**				**$ -**	**$ (164.85)**	**$164.85**
Accounts Receivable - Reimbursements (GL 1312)	1200050					**$ -**				**$ -**	**$ -**	**$0.00**
Accounts Receivable - Revenue (GL 1313)	1200000	$ -	$ -	$ -		**$ -**				**$ (87,500.00)**	**$ (87,500.00)**	**$87,500.00**
Due from Other Funds - (GL 1410)	1240000				$ -	**$ -**				**$ -**	**$ -**	**$0.00**
Due from Other Approp - (GL 1420)	1240100									**$ -**	**$ -**	**$0.00**
Payables:						**$ -**						
AP - Voucher not paid by SCO (GL 3010)	2000000				$ 2,542.50	**$ 2,542.50**				**$ 5,700.00**	**$ 8,242.50**	**$ (8,242.50)**
Encumbrances (GL 3010)	2000000				$ 34,331.99	**$ 34,331.99**				**$ 105,001.90**	**$ 139,333.89**	
Other:												
PFA Pending (GL 6297)						**$ -**				**$ -**	**$ -**	
PY Pd 12 - Allocated Expenditures from Clearing Account					$548,355.73	**$ 548,355.73**				**$ -**	**$ 698,766.59**	
PY Pd 998 - Allocated Expenditures from Clearing Account					$501,987.57	**$ 501,987.57**				**$ -**	**$ 751,485.81**	
Pd 1 - Allocated Expenditures from Clearing Account					$ 80,199.51	**$ 80,199.51**				**$ 359,154.50**	**$ 439,354.01**	
Pd 1 - Allocated Labor from Clearing Account					$ 4,595.00	**$ 4,595.00**				**$ 298,579.48**	**$ 303,174.48**	
Adjustments to SCO accounts:	**CORR**					$ -				$ -	$ -	
SCO ADJUSTED BALANCES:		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (1,128,414.21)	**$ (1,128,414.21)**	$ 6,705.76	$ 200,000.00	$ -	**$ (14,041,883.70)**		
FI$CAL "Balance per Agency"		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (1,128,414.21)	**$ (1,128,414.21)**	$ -	$ -	$ -	**$ (14,248,589.46)**		
Adjustments to FI$Cal:	**CORR**											
Jrn # 24208 - establish SCIF balance						$ -	$ 6,705.76	$ -	$ -	$ 6,705.76		
Jrn # 23015 - establish ORF balance						$ -		$ 200,000.00	$ -	$200,000.00		
FI$CAL ADJUSTED BALANCES:		$ (1,026,440.06)	$ -	**$ (1,026,440.06)**	$ (1,128,414.21)	**$ (1,128,414.21)**	$ 6,705.76	$ 200,000.00	$ -	**$ (14,041,883.70)**		
differences between SCO & FI$CAL		$0.00	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	$0.00	$0.00	**$0.00**		

Prepared by: ______________________________ ***Date:*** ___________________

Reviewed by: ______________________________ ***Date:*** ___________________

FI$Cal SCO/Agency Reconciliation Report Continued

Clearing Account Reconciliation


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview
Home
Worklist
Add to
FI$Cal
Return to Criteria
Display Options
Search
Personalize | Find | View All |
First
1 of 1
Last

Ledger Group: CC_APPROP Appropriation Budget

Type of Calendar: Detail Accounting Period

Amounts in Base Currency: USD

Revenue Associated: ☑

Max Rows: 99999

Ledger Totals (1 Rows)

Net Transfers: 0.00

Budget:	0.00
Expense:	0.00
Encumbrance:	0.00
Pre-Encumbrance:	142,770.93
Budget Balance:	0.00
Associate Revenue:	0.00
Available Budget:	0.00

Budget Overview Results

		Fund▲	ENY	Account▲	Program	PC Bus Unit	Project	Activity	Fiscal Year	Period▲	Budget	Expense	Encumb
1		0001	2015	50	9999				2015	1	0.000	0.000	

- Click on Expense – 0.00 to see activities in the Clearing Account.

FI$Cal SCO/Agency Reconciliation

Supplemental Material for this segment:

- Additional Resources available to perform reconciliation
  - Supplemental SCO/Agency Reconciliation Instructions 1.0 (Job Aid FI$Cal.260)
  - Using the Agency Reconciliation Queries (FI$Cal.225)
  - SCO Agency Reconciliation Report
  - Trial Balance
  - General Ledger Reports within FI$Cal (FI$Cal.080)
- Tips

Closing

- Contacts
- Feedback
- Questions

Finance Contacts

Topic	Staff	Email	Phone #
Accounts Payable	Jerome Tribble	jerome.tribble@dof.ca.gov	445-3434 x2140
ORF/Bank	Kimberly Fong	kimberly.fong@dof.ca.gov	445-3434 x2168
Asset Management	Rupi Singh	rupi.singh@dof.ca.gov	445-3434 x2165
Accounts Receivable	Alicia Yu	alicia.yu@dof.ca.gov	445-3434 x2144
Cash Receipts	Corrine Lim	corrine.lim@dof.ca.gov	445-3434 x2166
Labor Distribution	Monica Medina	monica.medina@dof.ca.gov	445-3434 x2145
Cost Allocation	Janice Miles	janice.miles@dof.ca.gov	445-3434 x2142
GL & KK	Hazel Miranda	hazel.miranda@dof.ca.gov	445-3434 x2122
Agency Reconciliation	Jeannette DixonLoy Lorraine Hernandez	jeannette.dixonloy@dof.ca.gov Lorraine.hernandez@dof.ca.gov	445-0211 x2834 445-0211 x2839
Accounting Questions	FSCU Hotline	fscuhotline@dof.ca.gov	324-0385